

The background of the cover is a faded, light blue aerial photograph of the Dallas/Fort Worth International Airport. It shows the complex network of runways, taxiways, and terminal buildings.

Project Quality Assurance Manual

**Revision 1
SEPTEMBER 2020**

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I. GENERAL USE AND OVERVIEW

1. **POLICY:** Quality Control and Quality Assurance will be performed according to the standards set forth in this Manual and any additional amendments or addendums thereof.
2. **PURPOSE:** The purpose of this Manual is to provide for the publication of a written document prescribing the quality standards that all DFW projects, regardless of size, will be held to.
3. **GUIDELINES FOR IMPLEMENTATION:** This Manual outlines the general requirements applicable to all projects / or improvements as well as providing guidance relating to materials, equipment and quality requirements for individual items of work as defined in this Manual and/or the contract documents.
4. **RESPONSIBILITIES:** DFW employees, contractors, consultants and suppliers will implement these quality procedures and standards as published in this Manual.
5. **ACCESSIBILITY:** Copies of this Manual may be obtained from the DFW DCC QA Manager but are subject to the U.S. Copyright Act of 1976 and U.S. Circular 92. Copies may not be released, used or reproduced unless the appropriate written permission is provided by the QA Manager.

NOTICE: This Quality Assurance Manual supersedes any other earlier versions of the Manual and its implementation as of the date identified below.

Approved:

(DFW Sr. Quality Assurance Manager)

(Date)

(DFW Authorized Manager)

(Date)

II. OWNER PROCLAMATION AND MISSION STATEMENT ON QUALITY

It is the mission of DFW Quality Assurance Department that all construction projects be planned, designed, and constructed with the highest regard for quality. The ultimate goal is to deliver continuous improvements while building long lasting relationships with our customers, based on quality, satisfaction, and personal attention on every project and for every stakeholder. We are committed to the development and implementation of our company wide quality assurance and quality control process solely focused on this mission.

III. POLICY ADMINISTRATION

The DFW Design, Code and Construction Department (DCC), along with the other Department leaders and the Construction Management Staff are responsible for the implementation of the Quality Policy. This is the only way to create a true administration-wide “Quality Culture”. The following manual establishes the policies and procedures guide coupled with good industry practices to provide a foundation for a quality system.

The requirements set forth in the manual shall be applied to, and adhered to, on all DCC-managed projects.

This manual should be used in concert with the other developed construction manuals and should often be reviewed for applicability and updated in accordance with this dynamic and ever-challenging industry.

IV. QA DEPARTMENT ROLES AND RESPONSIBILITIES

Sr. QA Manager:

- Lead office role of QA Department
- Direct and advise QA Manager(s)
- Liaison between DCC leadership and QA Managers and Inspectors
- Responsible for updates to Project QA Manual

QA Manager:

- Lead field role of QA Department
- Direct and advise QA Inspectors
- Manage project assignments and schedules for QA Inspectors

QA Inspectors:

- Carry out the Quality Assurance procedures for all DCC projects
- Daily Point of Contact representing DFW to Contractor
- Records all project related construction activity, quantities, testing
- Primary source for identifying Issues, Deficiencies, Non-conformances

V. MANAGEMENT UNDERSTANDING AND COMMITMENT

1. Quality Assurance Involvement and Applicability

- a. It is the intent and expectation of DFW DCC Management that each and every DCC-managed project will include an appropriate level of QA Department involvement and shall follow the requirements set forth in this manual.
- b. Based on the individual requirements of each project, the QA Manager will determine the appropriate level of QA Department involvement in the project, based on such factors as project scope, complexity, duration, and other factors as determined by the QA Manager, in consultation with the Project Manager. *See Section VII. Minimum Project QA Requirements.*
- c. Once determined, the Project team will fully adhere to the QA requirements as set forth by the QA Manager.

2. Quality Culture Policy

- d. Each project will have a “Quality Policy Statement” which identifies itself with the overall DFW Quality Policy
- e. The Policy Statement will be posted in each project office of both the Contractor and Owner.

3. Periodic Office Quality Reviews

- a. Procedures will be established to provide for the management personnel to review Quality issues and to ensure participation and the overall effectiveness of the Quality Program and Policy.
- b. Quality will be the second item on ALL construction progress meeting agendas, second only to Safety.

4. Management Commitment to the Quality Culture Policy

- a. Management will:
 - i. Provide adequate resources, including but not limited to funding, personnel, equipment and materials, to implement the policy.
 - ii. Support quality objectives independent from production personnel.
 - iii. Lead and participate in quality training.
 - iv. Promote quality recognition.
 - v. Encourage self-reporting of all quality related issues and/or concerns.

5. Visualization of Quality Culture Demonstrated

- a. Office
 - vi. Quality posters, lessons learned, and root cause analysis will be posted in the office and the field

6. Management Using the “8 Points of Quality” System (*See Section VII.*)

VI. MINIMUM PROJECT QA STAFFING REQUIREMENTS

Each project shall have, at a minimum, the following QA Resources:

- 1 QA Inspector onsite for each project area (location) under construction
- For Airfield projects, QA Inspector must be present any time Contractor is working on the AOA.
- For Landside and Facilities projects, minimum 1-2 hours per day, each day for the duration of construction

Each QA Inspector shall be supplied with the following at a minimum:

- Personal Protective Equipment (PPE)
- Digital Camera
- iPad or Tablet with BIM360, Unifier and other required software as determined by QA Manager
- AOA permitted vehicle, if applicable

VII. THE 8 POINTS OF QUALITY

1. Leadership
 - Quality Control vs. Production
2. Ownership
 - You own the work.
 - Would you put your name on it?
3. Expectations
 - Hold Points
 - What should the final product be?
4. Responsibility
 - Rework = Failure
 - Would you buy the product if you were the client?
5. Teamwork
 - Quality Control with Production
 - Quality Assurance with Quality Control
6. Communication
 - Plan Ahead!
 - Inspection / Activity notification
7. Coordination
 - Two-week look-ahead schedule
 - Morning QC meetings to discuss the day's activities
8. Respect
 - Needed to develop good practices
 - Must think of QC, Production and QA as the same.
 - Share a common goal to deliver the best product possible.

VIII. QUALITY CONTROL & QUALITY ASSURANCE

Quality Control (QC) is defined as:

The plans, policies and procedures developed for and used by the Contractor to control the workmanship of a project.

Quality Control Plan* is defined as:

The written Contractor deliverable that details how the Contractor intends to manage the quality requirements of the project as defined by the contract documents.

The primary function of the contractor quality control (CQC) is to assure that the completed project meets all quality requirements of the contract. To guide the contractor in this task, a CQC plan must be prepared to ensure that the required standards of quality construction are met. In the CQC plan, the contractor defines the procedures by which he will manage and control his own, subcontractor's and supplier's activities so that the completed project complies with contract requirements.

**Although this is a loose definition, the elements should be defined by the technical specification governing the quality policy. In addition, the specifications are only developed to meet the minimum requirements.*

Quality Assurance (QA) is defined as:

The process or procedure DFW will follow to ensure that the required quality of the project is achieved. This includes the inspection requirements, the timing of the inspections, written report, and who is to receive and review them, and if any need for correction who and how it will be done, with the appropriate defined follow up.

In other terms, QA involves the means by which DFW protects its interests. Through reviews, inspections, and tests, DFW assures that the CQC is working effectively, and that the end product complies with the quality established by the contract.

IX. WRITING GUIDELINES

Adhering to the following guidelines will help ensure that your written entries are as detailed, accurate and understandable as possible:

- Use simple, everyday words that are easy to understand.
- Make specific, factual statements.
- Use an active, rather than a passive, approach.
- Use a consistent, conversational tone.
- Avoid redundant statements and filler words.
- Write with sufficient detail for the reader to accurately and fully understand what occurred.
- Use shorter, rather than longer, sentences.
- Organize a paragraph to provide a complete unit of thoughts.

PREFERRED, PROPER AND IMPROPER WORD USAGE:

Engineering Description	Preferable Word (or Words)
Approve	Review
Certification (after grading)	Memorandum
Control (the job)	Control tests, compaction tests, give guidance
Or equal	Or equivalent
Examination	Observation, reviewing, study, evaluate, look over
Inspection	Observation, review, study, look over, take density tests
Insure, Ensure or Assure	So that
Investigation (soil)	Exploration, reconnaissance
Necessary, Required, Essential	Considered, advised, study, evaluate, observe, review
Supervise	Observe, review, look over (the job), guide, guidance

SUPERLATIVES OR ABSOLUTES:

Superlatives are words or phrases that include ultimate, absolute conditions. They should be avoided or used with caution.

Superlatives – Do Not Use	Suggested Alternatives
All	Some, most, usually
At least, all times, all circumstances	All if practicable, sometimes, in most cases
Any	When practicable
Best	Recommended
Complete (investigation)	Scope limited to:
Critical	Might or may be
Essential (it is)	Recommended, advised
Extremely, Final, Inevitably, Maximum, Minimum	(Delete or use with caution)
Must, must always, must do, shall	Should
Never, no, none, not less than	Usually
Obvious	Apparent
Possible	Practicable
Properly	Recommended
Readily	May be

X. CREATION, ADOPTION & USE OF PROCEDURES

The QA Manager, Senior Staff and Managers shall review and enforce all Procedures in this Manual, suggest new procedures and improvements to existing procedures that assist in achieving and maintaining best practices, and encourage other Project personnel to suggest new procedures and improvements to existing procedures.

Project personnel shall review, understand, and adhere to all Procedures in this Manual, and may submit suggestions for improvements to existing procedures, or to add new procedures.

The QA Manager will designate a Procedures Committee made up of Senior Staff and Managers to convene on an annual basis, or as requested by the QA Manager, to review the contents of this Manual. The Committee will consider and approve/disapprove new procedures and suggestions to existing procedures at that time.

Once a new or revised procedure is drafted, the QA Manager will designate staff to perform a Peer Review of the document and attachments. Once the procedure is finalized, the QA Manager will publish and distribute the new or revised procedure to all personnel who possess a Manual.

Aside from the annual review, the QA Manager may determine if a procedural change or addition is appropriate and will be responsible for editing the procedure. The QA Manager may solicit input, assistance, and peer review from other staff as needed.

All Procedure attachments and forms should be in electronic, editable or “fillable” format when possible.

XI. QA POLICIES & PROCEDURES

No.	PROCEDURE
1.0	INSPECTOR DAILY REPORT (IDR)
2.0	ISSUES, DEFICIENCY NOTIFICATIONS, & NCRs
3.0	AIRFIELD PROTOCOLS
4.0	CONTRACTOR QC OBLIGATIONS
5.0	MATERIAL TESTING AND INSPECTION REQUESTS
6.0	LABOR INTERVIEW PROCESS (FORM 1445)
7.0	OFF-HOURS WORK PROTOCOL
8.0	TIME AND MATERIAL (T&M) TRACKING PROCEDURE

1.0 INSPECTOR DAILY REPORT (IDR) PROCEDURE

1.1 PURPOSE AND OVERVIEW

IDR COMPONENTS

This procedure provides direction for documenting the daily construction activities, level of effort, progress, job site working conditions, quantities and photos. The objective is to create a written Chronological Record of the construction events, observations and inspections beginning with time of arrival on site and ending with departure at the end of a shift. Daily reports will serve to provide necessary information for future use during and following execution of the contract.

The IDR also includes the following procedures, each outlined in this section:

Daily Quantities / Pay Items Procedure

Daily Photo Log Procedure

Field Book Procedure (if applicable)

IDR MOBILE ELECTRONIC DOCUMENTATION (BIM360)

The DFW QA Inspectors will utilize mobile electronic documentation (iPads or other e-Notebooks) whenever possible and per project requirements. The Inspector Daily Reports will be produced utilizing BIM360 platform and later uploaded to Oracle Unifier per DFW requirements. The digital platform for IDR reporting is project-specific and not necessarily part of the contractual requirements for the Contractor.

Each QA Inspector is responsible for completing an IDR within 24 hours of each shift completion and submitting/saving it electronically to the applicable project file/folder in the project's IDR digital platform. See *IDR in Autodesk BIM360* section below.

FIELD BOOK (HANDWRITTEN) DOCUMENTATION

Field Books will be used when there is a problem with Mobile Electronic Documentation devices, digital platform software, or as directed by the QA Manager. The objective is to create a detailed handwritten account of all construction-related activities observed by the QA Inspector as they happen, to provide necessary information for future use during the completion of IDRs. See *Field Book* section below.

1.2 IDR GUIDELINES AND REQUIREMENTS

GENERAL

Provide a complete story of the day – a detailed account of all activities observed and locations throughout your time on site. Who was on site? Where were they on site? When were they on site? What did they do? How did they do it?

Who?	Contractor, subcontractors, design consultants, etc.
What?	All work activities in progress during time on site
Where?	Reference plan sheets, locations and stations, etc.
When?	Start time on site, time of key activities, End time
How?	Provide a detailed list of Contractor's workforce, equipment, materials delivered, and maintain it consistently on every report.

Record IDR entries in BIM360, and upload to Unifier as required by DFW Document Control. See Attachment: *Autodesk to Unifier* instructions.

1.0 INSPECTOR DAILY REPORT (IDR) PROCEDURE

KEY POINTS

- IDR should be thorough, concise and accurate. Write in Third person. Document only the Facts. Do not express opinions, feelings, conjecture or anything personal.
- Record the time a project or AOA gate was opened and who was called.
- Attach appropriate **Photos** of the key work activities and locations you are documenting. Photos are a backup to your documentation, NOT a substitute for documentation, and they should be referenced in the narrative.
- Record and attach Quantities as required. See *Daily Quantities / Pay Items* Section below.
- Document Safety conditions on site, status of erosion controls & any Environmental issues on site
- Reference any RFI's & Submittal numbers applicable to work in progress. This includes validating all materials and equipment delivered to and used on a project meet Specifications and approved Submittals.
- When monitoring Change Directive or T&M work, the **When, Who, What, Where** and **How** are critically important.
- Document any tests, observations & inspections performed onsite
- Document any Traffic Control in place, including conformance to the number of flaggers, devices, cones, drums, signs, gate guards etc. required by the approved Traffic Control or Haul Route Plan.
- ANY issues, problems, potential issues should be written in your Daily Report as well as discussed with your Lead Inspector and PM.
- If you create an Issue or Deficiency in the Issue Log, note that you did so and put the issue title in your Daily Report.
- Document Site visitors: ETAM, EAD, Fire, Police etc. (When, Who, What, Where)
- Document any Accidents (case numbers) or Near Misses and take pictures. File your weekly Safety Report.
- Document Weather Incidents not automatically recorded by BIM: SMGCS, lightening alerts, high wind, and tornado's etc. - record these.
- Before submitting, the QA Inspector will compare the IDR with the applicable Contractor's Daily Reports, and any/all discrepancies between the two reports should be resolved prior to submittal.
- Write every report as if you will have to defend it in court - everything performed for DFW is PUBLIC RECORD.

IDR ATTACHMENTS *(Note: All attachments can be marked up)*

- Photos
- Concrete Tickets
- Plans/Specs
- Checklists: Inspection Checklists, FAA checklists, Utility checklists, etc.

OBSERVATIONS CATEGORIES

SAFETY

Environmental (Weather, Dust, etc.)

Construction/Installation

Special Inspection (Steel, Concrete, Fire Protection)

Operational (Airside closures, traffic control, Haul Routes)

Security

1.0 INSPECTOR DAILY REPORT (IDR) PROCEDURE

1.3 IDR in AUTODESK BIM360

QA INSPECTOR TRAINING

Each QA Inspector will receive training for using BIM360 to complete their Inspector Daily Report (IDR). Inspectors will document all aspects of their daily report in BIM360, including photos and quantities. For final DFW Document Control the Inspector will export the IDR to a pdf and upload to Unifier.

QA Inspection Daily Report (IDR)

How to create a daily report

1. Open BIM360 app on iPad > Select the correct project > Create Daily Report > + (select the plus sign)
2. Select the QA Inspection Report

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See Attachment: *BIM360 IDR Training Module*

AUTODESK BIM360 SUPPORT STAFF

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 QA/BIM360 Coordinator

1.0 INSPECTOR DAILY REPORT (IDR) PROCEDURE

1.4 ORACLE / UNIFIER RECORD DOCUMENTS

AUTODESK to UNIFIER

Although BIM360 will be utilized for Inspector Daily Reports, the QA Inspectors will be required to upload their reports to Unifier as DFW's official Document Control filing system.

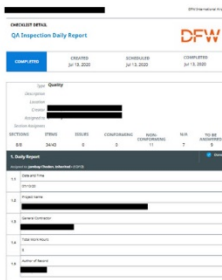
Inspection Daily Reports

Autodesk → Unifier

01.

Autodesk –

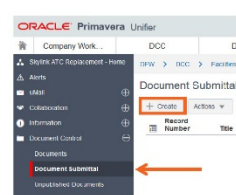
Complete the QA Inspection Daily Report BP and save a PDF.



02.

Unifier – Project (ICP #) tab

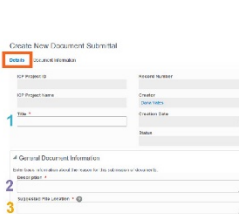
Open the Document Submittal BP under the Document Control folder.



03.

Details Tab -

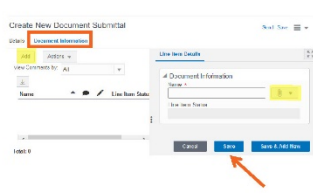
1 Title: IDR xx-xx-xx (date)
2 Description: QA Daily Report
3 Suggested File Location: 08.25



04.

Document Information Tab –

Attach the Autodesk record PDF & click the Line Item Details "Save" before sending



7

DFW

NOTE: With the adoption of the BIM360 digital platform for QA Inspectors, previously utilized IDR Checklist Forms have been rendered obsolete, but they are included in the Attachments for reference and could be used if the digital platform is inoperative or shut down.

ORACLE UNIFIER (SKIRE) SUPPORT STAFF

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1.0 INSPECTOR DAILY REPORT (IDR) PROCEDURE

1.5 DAILY QUANTITIES / PAY ITEMS

GENERAL

This section establishes the material inspection process for verifying and documenting progress quantities for payment, ensuring materials and equipment are tested and/or inspected, and providing a record document which will support payment of the final quantities.

The QA Inspector completes the IDR with all required backup, as outlined in the previous sections. The CM Team checks all daily reports for accuracy and neatness, enters all daily quantities in the Quantity Book (Excel spreadsheet) within one day of completion, and maintains all Quantity Book entries.

PROCEDURE

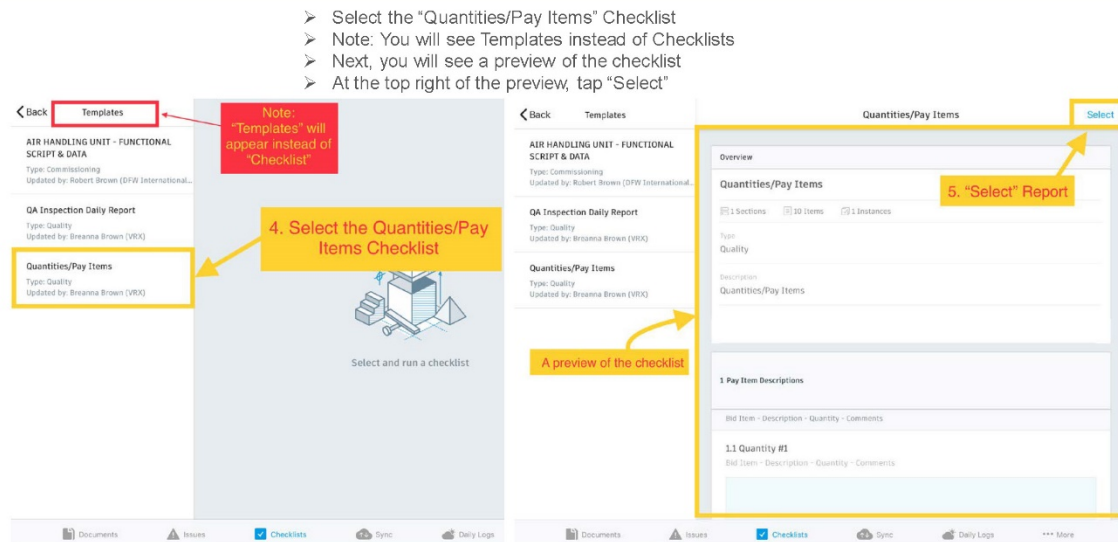
1. As material is being installed or work is being performed that incorporates materials, each QA Inspector must provide a concise, accurate daily account of the Contractor's work so it may be recorded as part of the project records. A Quantity Checklist is to be created anytime work is being performed that needs to be recorded for payment.
2. The Quantity Checklist must be completed by the QA Inspector who performed the material inspection. Each completed checklist report should be submitted as part of the QA Inspector Daily Report (IDR) in BIM360.
3. The Quantity Checklist must include actual (or, when necessary, estimated) measurements and calculations that substantiate the quantity being paid. In addition to the Checklist, the QA Inspector must provide sufficient backup documentation. As applicable, the following documents must be attached:
 - Calculation Sheets with Yield Checks, if required
 - Project Photos, if required
 - Highlighted Drawings, if required
 - Material Tickets, if required
4. Upon receipt, the CM will review each Quantity Checklist for accuracy and compliance with the Contract requirements. If the CM has any questions, they will contact the appropriate QA Inspector who originated the report for clarification.
5. Once the CM is satisfied with the Quantity Checklist accuracy and compliance with the Contract requirements, they will enter the installed quantities into the Project's Quantity Book (Excel spreadsheet).

The QA Manager may conduct an independent review of select Quantity reports, to ensure accuracy and compliance with Contract requirements and with this Manual.

1.0 INSPECTOR DAILY REPORT (IDR) PROCEDURE

QUANTITIES / PAY ITEMS in BIM360

How to Create the Quantities/Pay Items Checklist



3

DFW

See Attachment: *BIM360 Quantities/Pay Items Training Module*

1.6 DAILY PHOTO LOG PROCEDURE

GENERAL

As part of the Inspector Daily Report (IDR), the QA Inspector will document the progress of each project daily via digital photography. As work progresses, the project must be photographed to provide an accurate account of the work. The QA Manager will ensure that each Inspector is properly equipped with a means to take digital photographs while working.

DAILY PHOTO REQUIREMENTS

QA Inspector Responsibilities

1. Take a minimum of three (3) progress photos for each activity observed that day.
2. In addition to progress photos, also photograph any work or other activity associated with change order work, claims, potential claims, accidents, incidents, etc.
3. Photos should be of sufficient quantity and composition (angle, distance, etc.) to provide an accurate account of the work being performed, or the activity or incident being captured.
4. Assign Photos unique filename with Date, Project name, and photo number (example: 08 12 2020_Runway 18R_photo1.jpg)
5. Upload Photos into appropriate file/folder location within Project's designated digital platform: Oracle Unifier, BIM360 Field, or other, as designated by the CM Team.
6. Record required information into Daily Photo Log for each photo. Each entry into the log must contain the following information:
 - Date of the photo
 - Location of the photo (as exact as possible)
 - Short description of what is depicted in the photo
 - Name of individual who took the photo

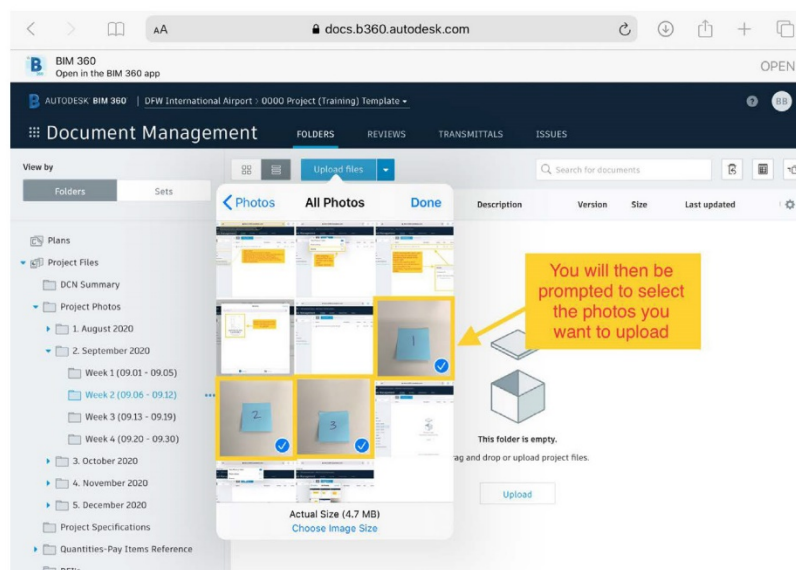
1.0 INSPECTOR DAILY REPORT (IDR) PROCEDURE

CM Team Responsibilities

1. Establish consistent, appropriate file/folder structure within Project's digital platform (Oracle Unifier, BIM360 Field) for use by QA Inspectors and others to save/upload documentation, photos, etc.
2. Review uploaded photos and provide feedback to QA Inspector(s) to improve photo details, frequency, etc. This is intended to improve the overall quality of the project documentation as the project progresses.

BIM360 PHOTO LOGS

How to Upload Photos to BIM360



See Attachments: *BIM360 Photo Log Training Module* and *BIM360 Photo Tips*

1.0 INSPECTOR DAILY REPORT (IDR) PROCEDURE

1.7 FIELD BOOK (*Handwritten*) PROCEDURE

GENERAL REQUIREMENTS

- Keep Field Book on site at all times.
- Record chronological construction activities observed each day.
- Use Field Book for hand drawings and/or sketches pertaining to construction activities and results of testing.
- Field Book should be Hard cover, bound type book

Inside Cover Labeling

- DFW Project Number
- The Project Name
- Beginning and Ending Dates of Field Book
- Inspector's Full Name printed legibly
- Book number, if more than one Field Book is used on a project by an Inspector (example: FB#1, FB#2, etc.)

Daily Entries

- Today's Date
- Time of QA Inspector's entry/egress to the site or AOA
- Inspector Name
- Ambient Temperature with weather conditions (3 times / shift)
- Applicable Drawing or sheet number(s) to the work being observed
- Applicable Specification number(s), including page and paragraph references, where applicable, to the work being observed
- Applicable Submittal number, RFI number or other documentation to the work being observed

Activity Entries

- Start Time of Contractor's Work
- Entry/Egress gate(s) or other access point(s) to work site or AOA
- Contractor's Manpower, to include number of crews, number of personnel in each crew, etc.
- Name of Contractor's Site Superintendent or other Contractor senior on-site representative;
- Contractor's Equipment (Used and Idle)
- Work Activities – Describe in detail each construction activity by type, location, craft, and subcontractor. Location shall include survey stationing and reference to specific structures
- Ensure that any T&M work being conducted is tracked accordingly for verification of the contractor's T&M Sheets
- Visitor(s) to the work site, including name, company or other entity they represent, and their purpose on site
- Safety-related incidents, including observations and/or "near miss" occurrences
- Issues, concerns or problems encountered by the Contractor or others
- Finish Time of Contractor's Work

Specific Activity Entries

Reference Daily Field Book Entry Checklist. Checklists vary from project to project and must be tailored to fit each project's specification.

1.0 INSPECTOR DAILY REPORT (IDR) PROCEDURE



1.8 ATTACHMENTS

- ❖ BIM360 IDR Training Module
 - ❖ BIM360 Quantities / Pay Items Training Module
 - ❖ BIM360 Photo Log Training Module
 - ❖ BIM360 Daily Photo Tips
- IDR Checklist Example Forms (pdf) – *Use only as needed*
- IDR Quantity Example Forms (pdf) – *Use only as needed*
- Daily Photo Log Example Forms – *Use only as needed*
- Field Book Example – *Use only as needed*



QA Inspection Daily Report (IDR)

In this section you will learn/ review how to create and export an IDR as a PDF and upload into Unifier.

QA Inspection Daily Report (IDR)

How to create a daily report

1. Open BIM360 app on iPad > Select the correct project > Create Daily Report > + (select the plus sign)
2. Select the QA Daily Inspection Report

The image displays two screenshots from the BIM360 app interface, illustrating the steps to create a QA Inspection Daily Report (IDR).

Left Screenshot (Main Checklist List):

- The top navigation bar shows "Checklists" with a search bar and a "+" icon to create a new checklist.
- A list of checklists is shown on the left, including "#8 QA Inspection Daily Report -Drone" (97% Completed), "#7 QA Inspection Daily Report" (91% Completed), "#6 Quantities/Pay Items test" (10% Completed), "#4 Quantities/Pay Items" (10% Completed), and "#3 QA Inspection Daily Report" (In Progress).
- A yellow box with the text "1. Create a Daily Report" points to the "+" icon.
- A yellow box with the text "Note: Be sure you're in the correct project" points to the search bar.
- The bottom navigation bar includes icons for Documents, Issues, Checklists, Sync, Daily Logs, and More.

Right Screenshot (Checklist Details):

- The top navigation bar shows "Back" and "Templates".
- The main content area displays the details for the "#8 QA Inspection Daily Report -Drone", including the location "Unspecified", type "Quality", and schedule date "Aug 18, 2020".
- A yellow box with the text "2. Select the QA Inspection Daily Report" points to the "QA Inspection Daily Report" entry in the list.
- The bottom navigation bar is identical to the left screenshot.

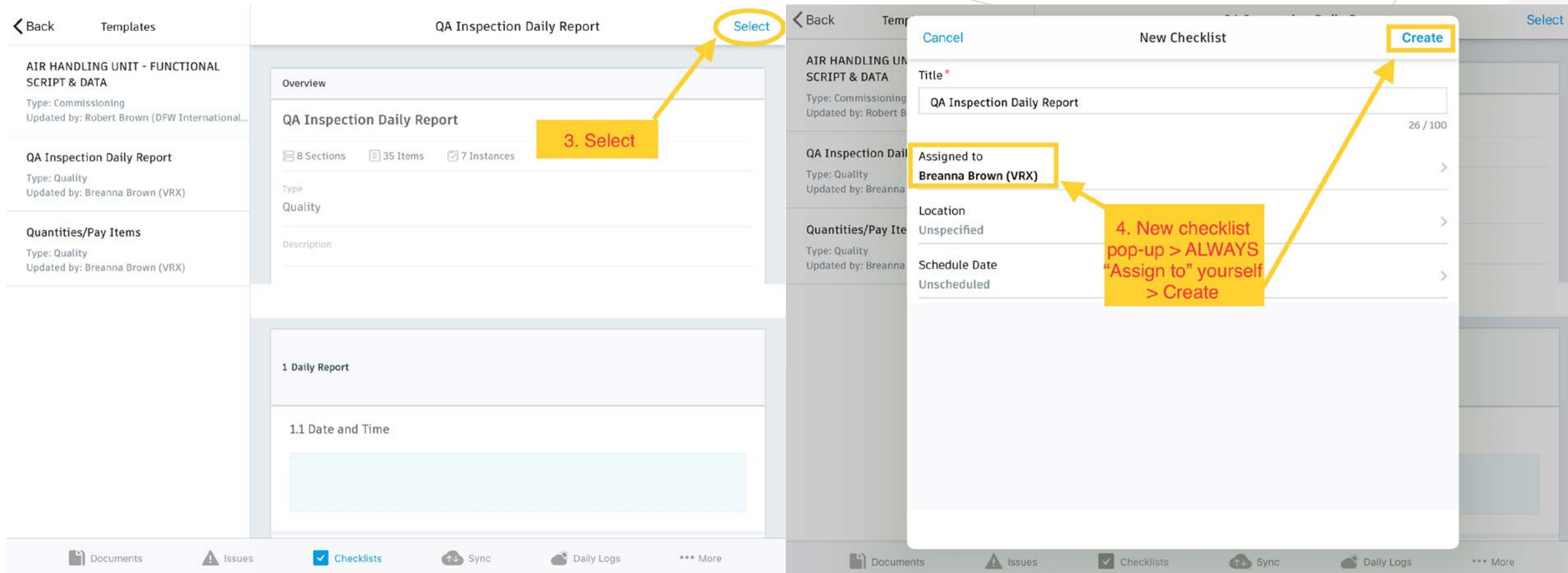
Illustration:

- A 3D isometric illustration of a construction site with a crane, a building, and a truck.
- Below the illustration, the text "Select and create a new checklist" is displayed.

QA Inspection Daily Report (IDR)

How to create a daily report

3. Tap select to initiate the checklist
4. "Assign to" checklist to yourself > Select create



QA Inspection Daily Report (IDR)

How to create a daily report

5. Select “Done” on all sections to change the status to “Completed” > Select “Checklist Completed” > go to BIM360 Safari to export Report as PDF

The screenshot displays the BIM360 QA Inspection Daily Report (IDR) interface. On the left, a sidebar lists several reports, including '#11 QA Inspection Daily Report' (94% Completed), '#8 QA Inspection Daily Report -Drone' (97% Completed), '#7 QA Inspection Daily Report' (91% Completed), '#6 Quantities/Pay Items test 2' (10% Completed), '#5 Quantities/Pay Items test' (10% Completed), and '#4 Quantities' (10% Completed). The main view shows a detailed report for '1 Daily Report'. A yellow callout box points to the 'Completed' status in the top right corner of the report form, with the text: '5. Select “Done” by each section(changes to completed) > select Checklist completed'. The bottom navigation bar includes icons for Documents, Issues, Checklists, Sync, Daily Logs, and More.

QA Inspection Daily Report (IDR)

How to export a daily report as PDF

BIM360 Safari(web version) > Field Management > Select the report

field.b360.autodesk.com

AUTODESK BIM 360

DFW International Airport > 0000 Project (Training) Template

Field Management CHECKLISTS ISSUES DAILY LOGS

Checklists Templates

Search

Create Checklist

Progress

ID	Title	Ter	QA Inspection	Eric Hernandez	Jul 29	Progress	
1	QA Inspection Daily Report	QA Inspection					...
2	QA Inspection Daily Report	QA Inspection		Eric Hernandez	Jul 29		...
11	QA Inspection Daily Report	QA Inspection	Breanna Brown		Aug 18	1/1	...
3	QA Inspection Daily Report	QA Inspection	Breanna Brown		Jul 29	2/2	...
7	QA Inspection Daily Report	QA Inspection	Breanna Brown		Aug 6		...
8	QA Inspection Daily Report - Drone	QA Inspection	Breanna Brown		Aug 18		...
10	QA Inspection Daily Report drone 2	QA Inspection	Breanna Brown		-		...
9	QA Inspection Daily Report - drone I...	QA Inspection	-		-		...
4	Quantities/Pay Items	Quantities/Pay...	Breanna Brown	Signed	Aug 5		...
5	Quantities/Pay Items test	Quantities/Pay...	Breanna Brown	2 Pending	Aug 5		...

QA Inspection Daily Report (IDR)

How to export a daily report as PDF

Select the Export Icon

The screenshot shows the BIM 360 Field Management interface. The browser address bar is `field.b360.autodesk.com`. The page title is "Field Management". The navigation bar includes "CHECKLISTS", "ISSUES", and "DAILY LOGS". The main content area shows a "Completed" status for "#11 QA Inspection Daily Report". A yellow box highlights the "Export as PDF report" button in the top right corner. A yellow arrow points from this button to a pop-up message that says "Generating QA Inspection Daily Report PDF Report." Another yellow arrow points from the same button to a second pop-up message that says "QA Inspection Daily Report PDF report will be emailed to you when ready." A third yellow arrow points from a yellow text box to the "Export as PDF report" button. The text box contains the following instructions:

> select the export icon
> 2 pop up messages
generating the report
and Autodesk will email
report when ready

The form fields are as follows:

- 1.1 Date and Time: 08/18/2020 1p
- 1.2 Project Name: Training Template
- 1.3 General Contractor: N/A

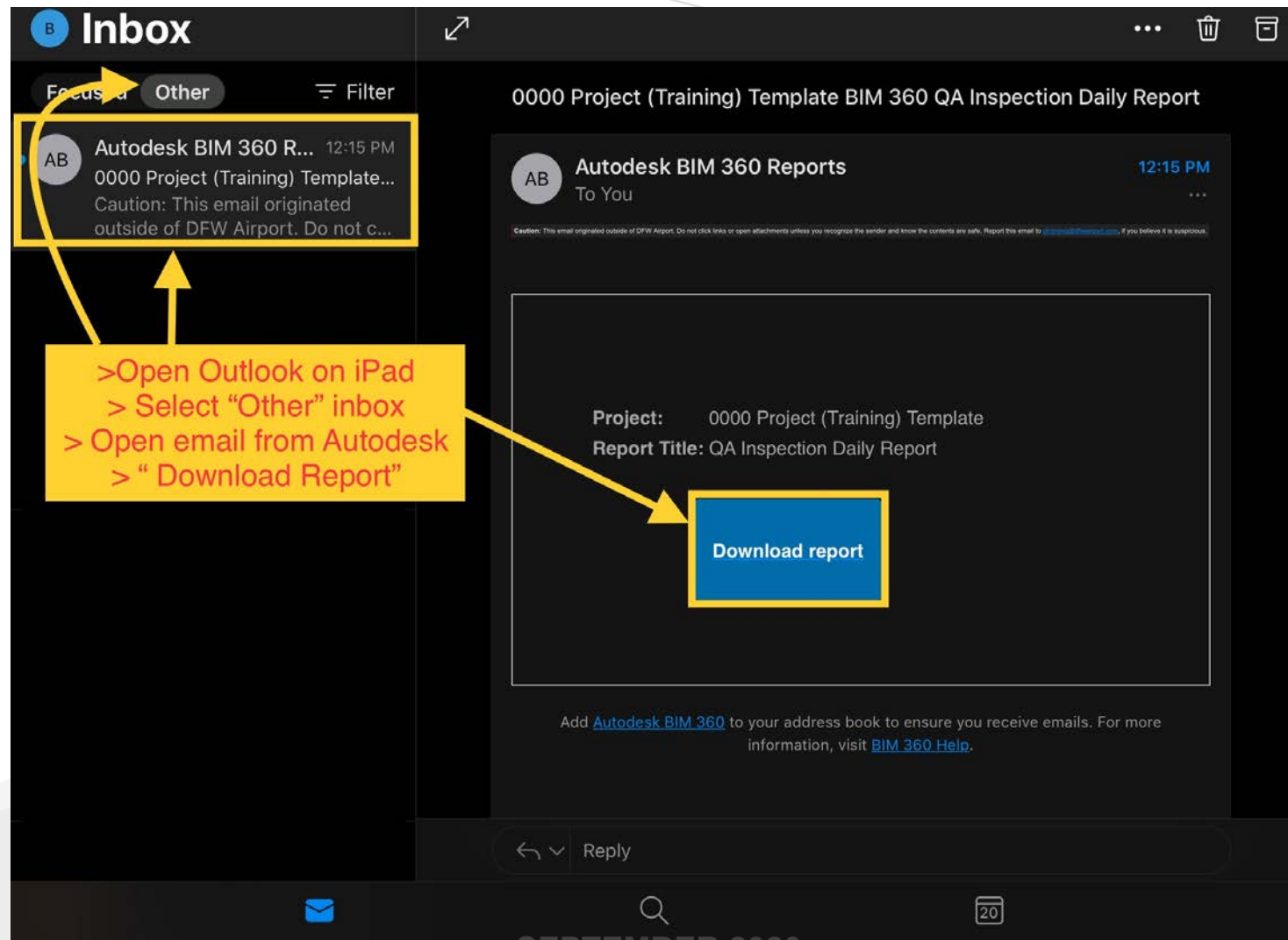
The "Details" panel on the right shows the following information:

- Assigned To: BB Breanna Brown
- Location: Unspecified
- Scheduled: Aug 18
- Date Started: Aug 18
- Completed On: Aug 19
- Type: Quality
- Description:

QA Inspection Daily Report (IDR)

How to export a daily report as PDF

Open Outlook > “Other” Inbox > Open the email from Autodesk > Select Download Report



QA Inspection Daily Report (IDR)

How to export a daily report as PDF

Redirected to a pop-up > select Download > Again, Redirected to Field Management > Download Icon > Select the report from the download icon's drop down

> Select Download

Do you want to download "QA Inspection Daily Report.pdf"? [Download](#)

> Select the download icon
> select the report from the download drop down

field.b360.autodesk.com

Downloads

- QA Inspection Daily Report 168 KB
- Issue #8_ Training issue 249 KB
- Issue #7_ Training 140 KB

Field Management

Completed #11 QA Inspection Daily Report

1 Daily Report

1.1 Date and Time 08/18/2020 1p

1.2 Project Name Training Template

QA Inspection Daily Report (IDR)

How to export a daily report as PDF

>Redirected to the report > select the export icon > Select “Save to Files” on the export drop down > Select “On My iPad” > After selecting the location > Save

QA Inspection Daily Report

0000 Project (Training) Template

Checklist detail

#11 - QA Inspection Daily Report

Status	Completed
Created date	Aug 18, 2020
Scheduled date	Aug 18, 2020
Started date	Aug 18, 2020
Completed date	Aug 19, 2020
Type	Quality
Description	

> Select the export icon
> “Save to Files”

QA Inspection Daily Report
PDF Document

AirDrop Mail Outlook Teams

Copy Print Sign with DocuSign Import to Acrobat Save to Files Add Tags Edit Actions...

Note: You can create a folder for all QA Daily reports by selecting the folder plus

On My iPad

Acrobat Chrome Downloads OfficeSuite Pages QA Daily Reports

> select “On My iPad”
> select file location
> Select “Save”

Save

Inspection Daily Reports

Autodesk → Unifier

01.

Autodesk –
Complete the QA Inspection
Daily Report BP and save a
PDF.

The screenshot shows the 'CHECKLIST DETAIL' for a 'QA Inspection Daily Report' at DFW International Airport. It includes a table with columns for 'COMPLETED', 'CREATED', 'SCHEDULED', and 'COMPLETED'. Below this is a section for 'Type: Quality' with fields for 'Description', 'Location', 'Creator', and 'Assigned to'. A table follows with columns for 'SECTIONS', 'ITEMS', 'ISSUES', 'CONFORMING', 'NON-CONFORMING', 'N/A', and 'TO BE ANSWERED'. The '1. Daily Report' section is expanded, showing fields for 'Date and Time', 'Project Name', 'General Contractor', 'Total Work Hours', and 'Author of Record'.

02.

Unifier – Project (ICP #) tab
Open the Document Submittal
BP under the Document Control
folder.

The screenshot shows the Oracle Primavera Unifier interface. The left sidebar contains a navigation menu with options like 'Skylink ATC Replacement - Home', 'Alerts', 'uMail', 'Collaboration', 'Information', 'Document Control', 'Documents', 'Document Submittal', and 'Unpublished Documents'. The 'Document Submittal' option is highlighted with an orange arrow. The main area shows the 'Document Submittal' section with a '+ Create' button and a table with columns for 'Record Number' and 'Title'.

03.

Details Tab -
1 Title: IDR xx-xx-xx (date)
2 Description: QA Daily Report
3 Suggested File Location: 08.25

The screenshot shows the 'Create New Document Submittal' form in the Unifier interface. The 'Details' tab is selected, showing fields for 'ICP Project ID', 'ICP Project Name', 'Record Number', 'Creator', 'Creation Date', and 'Status'. The 'General Document Information' section is expanded, showing fields for 'Description' and 'Suggested File Location'. The form is numbered 1, 2, and 3 corresponding to the steps in the text.

04.

Document Information Tab –
Attach the Autodesk record
PDF & click the Line Item
Details “Save” before sending

The screenshot shows the 'Create New Document Submittal' form in the Unifier interface, specifically the 'Document Information' tab. It shows fields for 'Name' and 'Line Item Status'. The 'Line Item Details' section is expanded, showing fields for 'Name' and 'Line Item Status'. The form is numbered 1, 2, and 3 corresponding to the steps in the text. An orange arrow points to the 'Save' button.

QA Inspection Daily Report (IDR)

How to submit IDR to Unifier

dfwia-unifier.oracleindustry.com/... Primavera Unifier Create New Document Submittal... BIM 360 Field Management

Create New Document Submittal

Details Document Information

ICP Project ID

ICP Project Name

Record Number

Creator

Creation Date

Status

Title *

IDR (08/18/20)

>Title: IDR(date of report)
>Description: QA Daily Report
>Suggested file location: 08.25
>Document Information to attach IDR

General Document Information

Enter basic information about the reason for this submission of documents.

Description *

QA Daily Report

Suggested File Location *

08.25

Attachment Counter

0

Hide Clear Post

Information

No Comments are available.

QA Inspection Daily Report (IDR)

How to submit IDR to Unifier

Create New Document Submittal

Details **Document Information**

Add Action View Comments by: All

Name Line Item Status

Line Item Details

Document Information

Name *

Line Item Status

Browse... Document Manager...

>In "Document Information"
> Add
> Select the Blue Paperclip(attachment)
> then select "Browse"

Total: 0

Cancel Save Save & Add New

QA Inspection Daily Report (IDR)

How to submit IDR to Unifier

The screenshot shows the web application interface for submitting an IDR. The browser address bar displays `dfwia-unifier.oracleindustry.com`. The application header includes a navigation bar with options: "Take Photo or Video", "Photo Library", "Create New Document S...", "Upload Files", and "BIM 360 Field Manageme...". The main content area features a table with columns: "File Name", "Rev. No.", and "Issue Date". A yellow box highlights the "Browse" button in the "File Name" column, and a yellow arrow points to it from a yellow box labeled "Browse > Browse".

Advanced Options

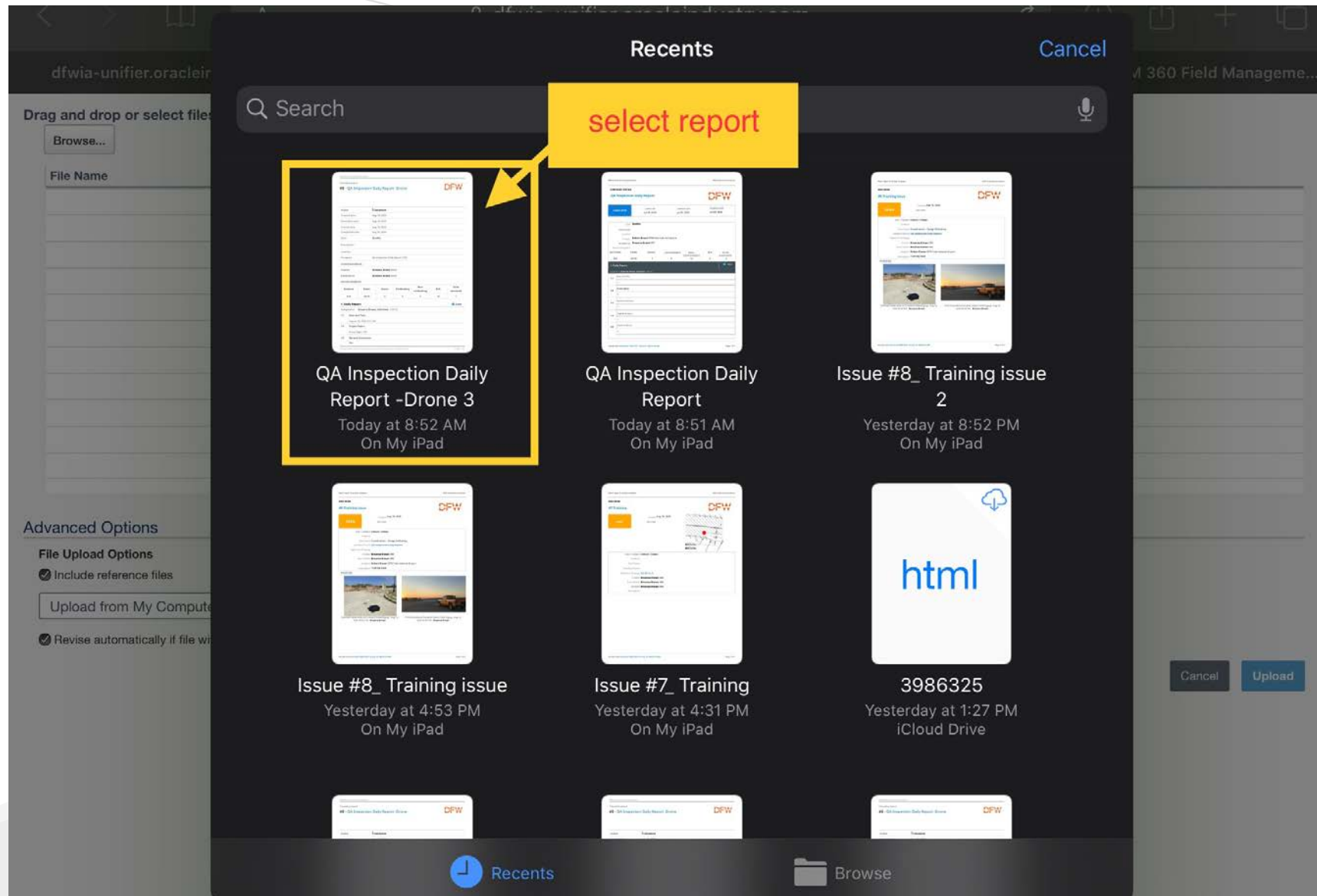
File Upload Options

- ☒ Include reference files
-
- ☒ Revise automatically if file with same name exists

Buttons: Cancel, Upload

QA Inspection Daily Report (IDR)

How to submit IDR to Unifier



QA Inspection Daily Report (IDR)

How to submit IDR to Unifier

[illegible]

QA Inspection Daily Report (IDR)

How to submit IDR to Unifier

BIM360

Quantities/Pay Items Checklists September 2020

Robert Brown

Breanna Brown

How to Create the Quantities/Pay Items Checklist

The screenshot shows the 'Checklists' application interface. At the top, a header bar contains a menu icon, the title 'Checklists', a subtitle '0000 Project (Training) Template', and a plus sign icon. Below the header is a search bar labeled 'Search by ID, title or location'. The main content area displays a list of checklists, each with a status badge (NOT STARTED, IN PROGRESS, COMPLETED), a title, a user name, and a progress bar. The bottom navigation bar includes icons for Documents, Issues, Checklists (highlighted with a yellow box), Sync, and Daily Logs. Three yellow callout boxes provide instructions: '1. Select checklist' points to the Checklists icon in the bottom bar; '2. Make sure you're in the correct project' points to the project name in the header; '3. Select the plus sign to initiate a checklist' points to the plus sign icon in the header. An illustration of a checklist form with a plus sign and the text 'Select and run a checklist' is also present.

1. Select checklist

2. Make sure you're in the correct project

3. Select the plus sign to initiate a checklist

Select and run a checklist

- Select "Checklist" at the bottom
- Be sure you are in the correct project
- Select the plus sign to initiate a checklist

How to Create the Quantities/Pay Items Checklist

- Select the “Quantities/Pay Items” Checklist
- Note: You will see Templates instead of Checklists
- Next, you will see a preview of the checklist
- At the top right of the preview, tap “Select”

Note: “Templates” will appear instead of “Checklist”

4. Select the Quantities/Pay Items Checklist

Select and run a checklist

A preview of the checklist

5. “Select” Report

Quantities/Pay Items

Overview

Quantities/Pay Items

1 Sections 10 Items 1 Instances

Type: Quality

Description: Quantities/Pay Items

1 Pay Item Descriptions

Bid Item - Description - Quantity - Comments

1.1 Quantity #1

Bid Item - Description - Quantity - Comments

How to Create the Quantities/Pay Items Checklist

The screenshot shows a mobile application interface with a 'New Checklist' modal form. The form has a 'Cancel' button at the top left and a 'Create' button at the top right. The form fields are: 'Title*' (containing 'Quantities/Pay Items 09/09/2020_B.Brown'), 'Assigned to' (containing 'Robert Brown (DFW International Airport)'), 'Location' (containing 'Unspecified'), and 'Schedule Date' (containing 'Sep 9, 2020'). A yellow callout box with red text provides instructions: '6. Add your name and date to the title', '7. \"Assign to\" the CC or CM', '8. Schedule the date', and '9. Select \"Create\"'. Arrows point from the callout box to the corresponding fields. The background shows a list of checklist items, including 'AIR HANDLING UNIT - SCRIPT & DATA', 'QA Inspection Daily Re...', and 'Quantities/Pay Items'.

Cancel New Checklist Create

Title*
Quantities/Pay Items 09/09/2020_B.Brown 39 / 100

Assigned to
Robert Brown (DFW International Airport)

Location
Unspecified

Schedule Date
Sep 9, 2020

6. Add your name and date to the title
7. "Assign to" the CC or CM
8. Schedule the date
9. Select "Create"

Documents Issues Checklists Sync Daily Logs More

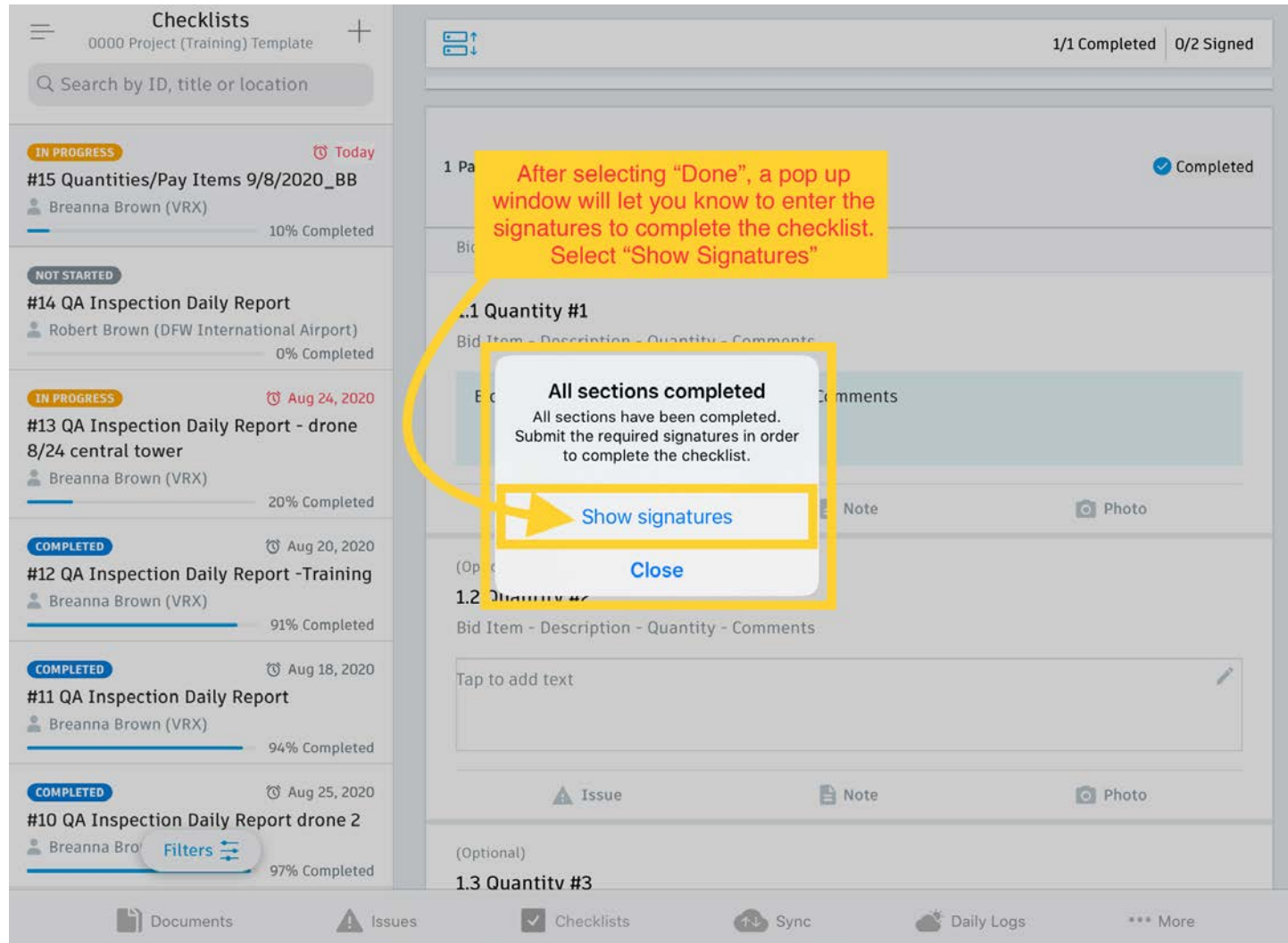
- Add to the title with your name and date
- "Assign To" CM or CC
- Schedule the date
- Select "Create"

How to Create the Quantities/Pay Items Checklist

The screenshot displays the 'Checklists' app interface. On the left, a list of checklists is shown, including '#15 Quantities/Pay Items 9/8/2020_BB' which is 'IN PROGRESS' and '10% Completed'. A yellow box highlights this checklist with the text: 'Select the checklist and begin entering the Quantity/Pay Item information'. On the right, the detailed view of checklist #15 is shown. It has a progress bar at the top right indicating '0/1 Completed' and '0/2 Signed'. A yellow box highlights the 'Done' button next to the progress bar with the text: 'After entering the information select "Done" and it will change to "Completed"'. The main content area shows sections for '1 Pay Item Descriptions', '1.1 Quantity #1', '1.2 Quantity #2', and '1.3 Quantitv #3', each with a 'Bid Item - Description - Quantity - Comments' field. At the bottom, there is a navigation bar with icons for Documents, Issues, Checklists (active), Sync, Daily Logs, and More.

- Select the checklist and begin entering the Quantity/Pay Item information
- After entering the information select "Done" and it will change from Done to "Completed"

How to Create the Quantities/Pay Item Checklist



- After selecting "Done", you will then see a pop-up window that will allow you to add signatures to complete the checklist.
- Select "Show Signatures"

How to Create the Quantities/Pay Item Checklist

Checklists
0000 Project (Training) Template

Search by ID, title or location

IN PROGRESS Today

#15 Quantities/Pay Items 9/8/2020_BB

The first signature is "Required by" the Contractor Representative. Enter their name, company then have them sign

Required signatures 0/2

Required by Contractor Representative

Name Unspecified

Company Unspecified

Tap to sign

COMPLETED Aug 20, 2020

#13 QA Inspection Daily Report - drone 8/24 central tower

Breanna Brown (VRX) 20% Completed

The second signature is "Required by" the QA Inspector/OAR. Enter your name, your company then you sign

Signature 2

Required by QA Inspector/ OAR

Name Unspecified

Company Unspecified

Tap to sign

COMPLETED Aug 25, 2020

#10 QA Inspection Daily Report drone 2

Breanna Bro 97% Completed

Documents Issues Checklists Sync Daily Logs More

- The first signature is required by the Contractor Representative
 - Please enter their Name, Company and have them sign
- The second signature is required by the QA Inspector/OAR
 - Please enter your Name, your Company and sign

How to Create the Quantities/Pay Item Checklist

- After both names, companies and signatures are entered, select “Checklist completed”

The image displays three sequential screenshots of a web application titled 'Checklists' for a '0000 Project (Training) Template'. The interface includes a sidebar with a list of checklists and a main area for editing a specific checklist.

Left Screenshot: Shows the 'Checklists' sidebar with a list of items. The main area displays the 'Required signatures' section for checklist #15 'Quantities/Pay Items 9/8/2020_BB'. It shows 'Signature 1' (Contractor Representative) and 'Signature 2' (QA Inspector/ OAR). Both signatures are present, and the status bar at the bottom indicates '1/1 Completed', '2/2 Signed', and 'Checklist completed'.

Middle Screenshot: A yellow callout box points to the 'Checklist completed' button in the status bar. The text inside the box reads: 'After both required signatures have been signed, select “Checklist Completed”'.

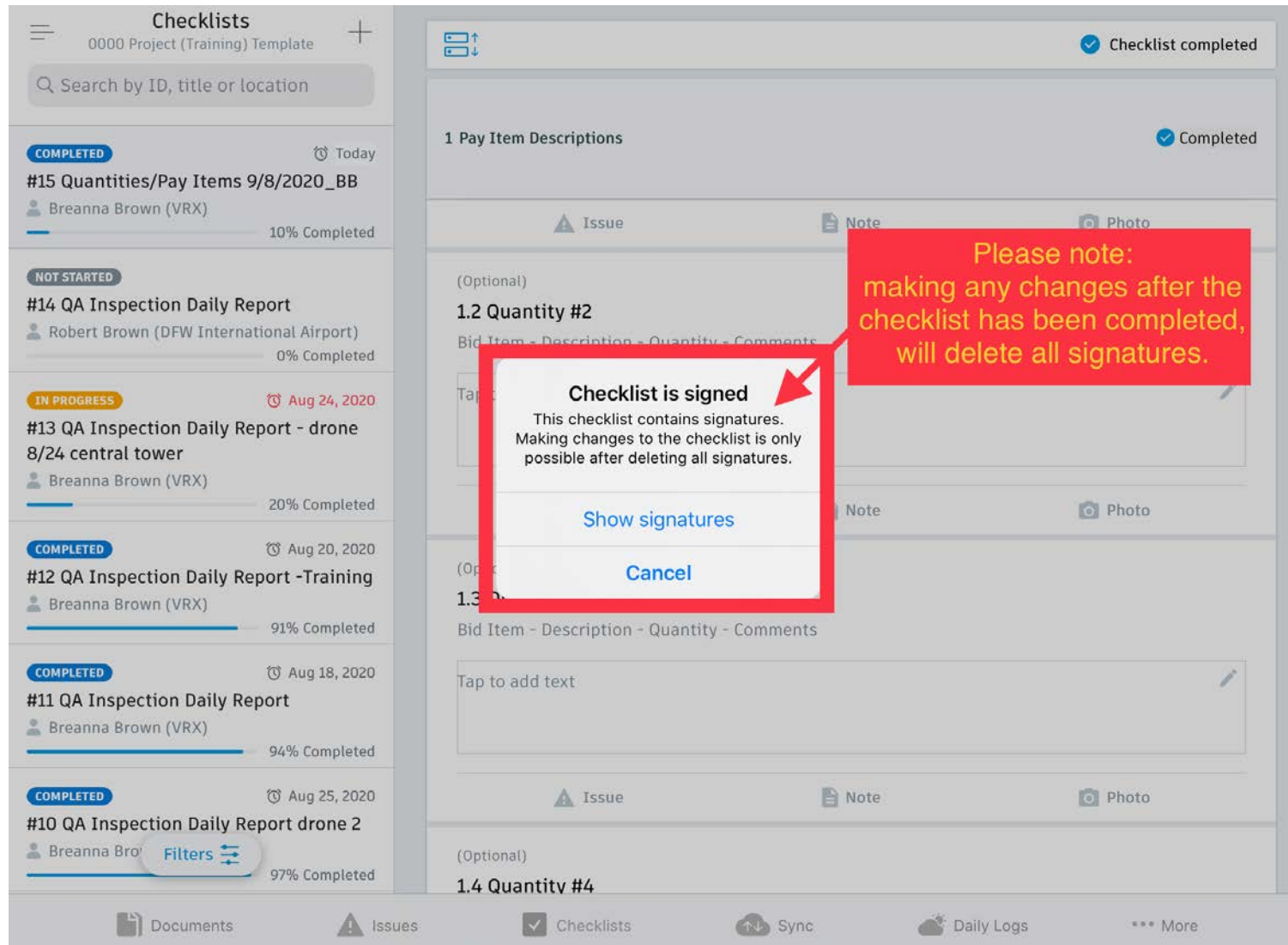
Right Screenshot: A yellow callout box points to the 'Checklist completed' button. The text inside the box reads: 'Checklist is now complete and ready to initiate the pdf export'.

The bottom navigation bar of the application includes icons for Documents, Issues, Checklists, Sync, Daily Logs, and More.

How to Create the Quantities/Pay Item Checklist

Note:

Making any changes, after the checklist has been completed, will delete both signatures.



How to Export the Quantities/Pay Item Checklist

> Open Safari (internet browser for iPad)
> Select the correct project
> Tap Novi-con(9 dots) select "Field Management"
> Select "Checklist" next to Field management
> Select the Quantity/Pay Item Checklist you want to export

	Template	Type	Assigned to	Company	Signatures ^	Scheduled		
ns test	Quantities/Pay...	Quality	Breanna Brown	VRX	2 Pending	Aug 5	...	
ns test 2	Quantities/Pay...	Quality	Breanna Brown	VRX	2 Pending	Aug 5	...	
4	Quantities/Pay Items	Quantities/Pay...	Quality	Breanna Brown	VRX	Signed	Aug 5	...
15	Quantities/Pay Items 9/8/2020_BB	Quantities/Pay...	Quality	Breanna Brown	VRX	Signed	Today	...
1	QA Inspection Daily Report	QA Inspection ...	Quality	Tony Keefer	DFW Internation...		Jul 29	...
2	QA Inspection Daily Report	QA Inspection ...	Quality	Eric Hernandez	DFW Internation...		Jul 29	...
3	QA Inspection Daily Report	QA Inspection ...	Quality	Breanna Brown	VRX		Jul 29	...
7	QA Inspection Daily Report	QA Inspection ...	Quality	Breanna Brown	VRX		Aug 6	...
8	QA Inspection Daily Report -Drone	QA Inspection ...	Quality	Breanna Brown	VRX		Aug 18	...
9	QA Inspection Daily Report - drone I...	QA Inspection ...	Quality	-	-		-	...
10	QA Inspection Daily Report drone 2	QA Inspection ...	Quality	Breanna Brown	VRX		Aug 25	...

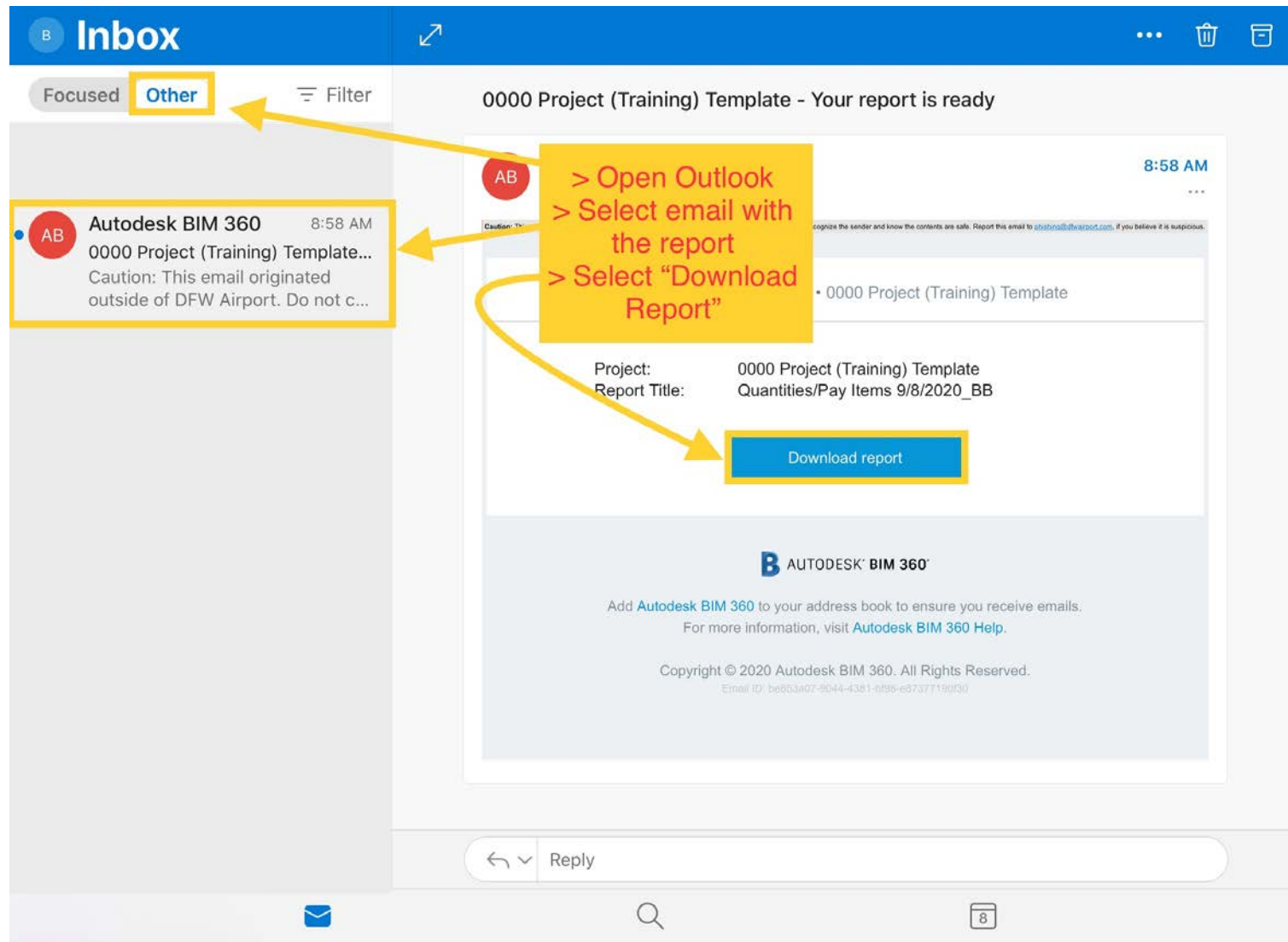
- Open Safari (internet browser for iPad)
- Select the correct project
- Tap the Novi-Con (9 dots) select "Field Management"
- Select "Checklists" next to Field Management
- Next, Select the Quantity/Pay Items Checklist you want to export

How to Export the Quantities/Pay Item Checklist

The screenshot shows the Autodesk BIM 360 Field Management web application. The browser address bar displays `field.b360.autodesk.com`. The top navigation bar includes the Autodesk BIM 360 logo, the project name "DFW International Airport > 0000 Project (Training) Template", and tabs for "Field Management", "CHECKLISTS", "ISSUES", and "DAILY LOGS". The main content area is titled "#15 Quantities/Pay Items 9/8/2020_BB" and shows a list of items under the heading "1 Pay Item Descriptions". A yellow callout box with red text points to an export icon in the top right corner of the checklist area, stating: "Next, select the export icon to generate an emailed pdf report". Two pop-up notifications are visible: one at the top right says "Generating Quantities/Pay Items 9/8/2020_BB PDF Report.", and another in the center-right says "Quantities/Pay Items 9/8/2020_BB PDF report will be emailed to you when ready." The right sidebar shows details for the selected item, including fields for Location, Scheduled, Date Started, Completed On, Type, Description, Linked Documents, and Linked Asset.

- Next, select the export icon to generate emailed pdf. You will then receive 2 pop ups.
 - "Generating (Checklist name) PDF Report"
 - "(Checklist name) PDF report will be emailed to you when ready."

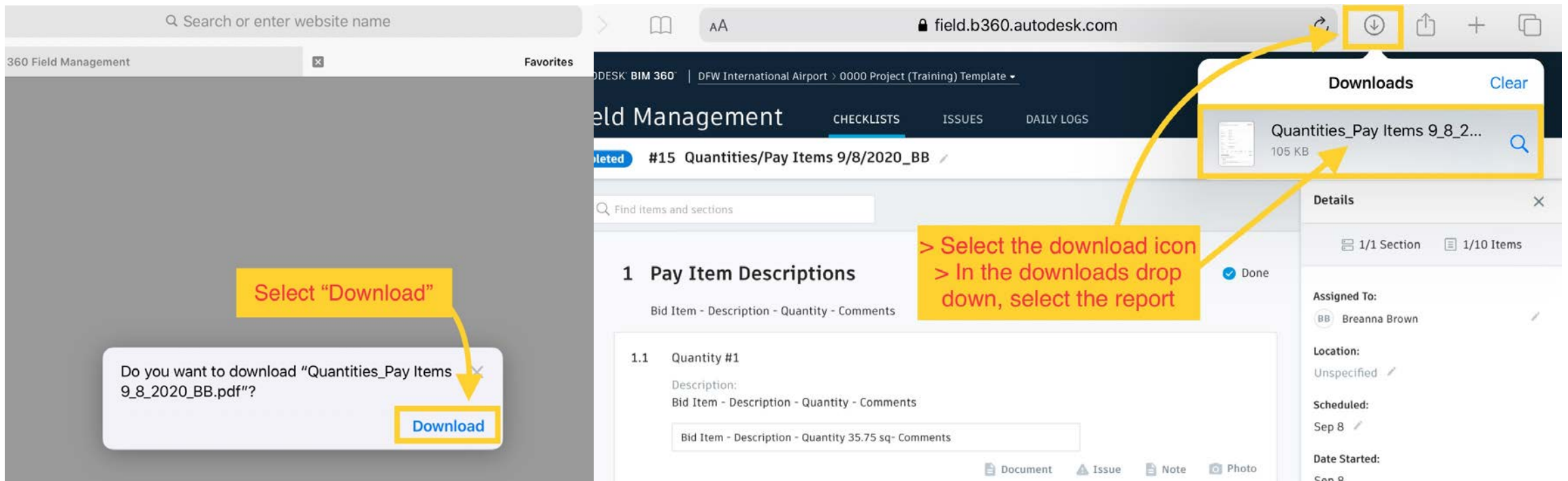
How to Export the Quantities/Pay Item Checklist



- Open Outlook
- "Other" Inbox
- Select the email with the report
- Next, Select "Download Report"

How to Export the Quantities/Pay Item Checklist

- Select “Download”
- Then you will be redirected to the checklist, look to the top next to the address bar for the download icon
- Select the report in the downloads drop down



How to Export the Quantities/Pay Item Checklist

Done Quantities_Pay Items 9_8_2020_BB 3

0000 Project (Training) Template

Checklist detail

#15 - Quantities/Pay Items 9/8/2020_BB

> Select the export icon
> Select "Save to Files"

Status	Completed
Created date	Sep 08, 2020
Scheduled date	Sep 08, 2020
Started date	Sep 08, 2020
Completed date	Sep 08, 2020
Type	Quality
Description	Quantities/Pay Items

Quantities_Pay Items 9_8_2020_BB 3
PDF Document

AirDrop Mail Notes Outlook

Copy

Print

Save to Files

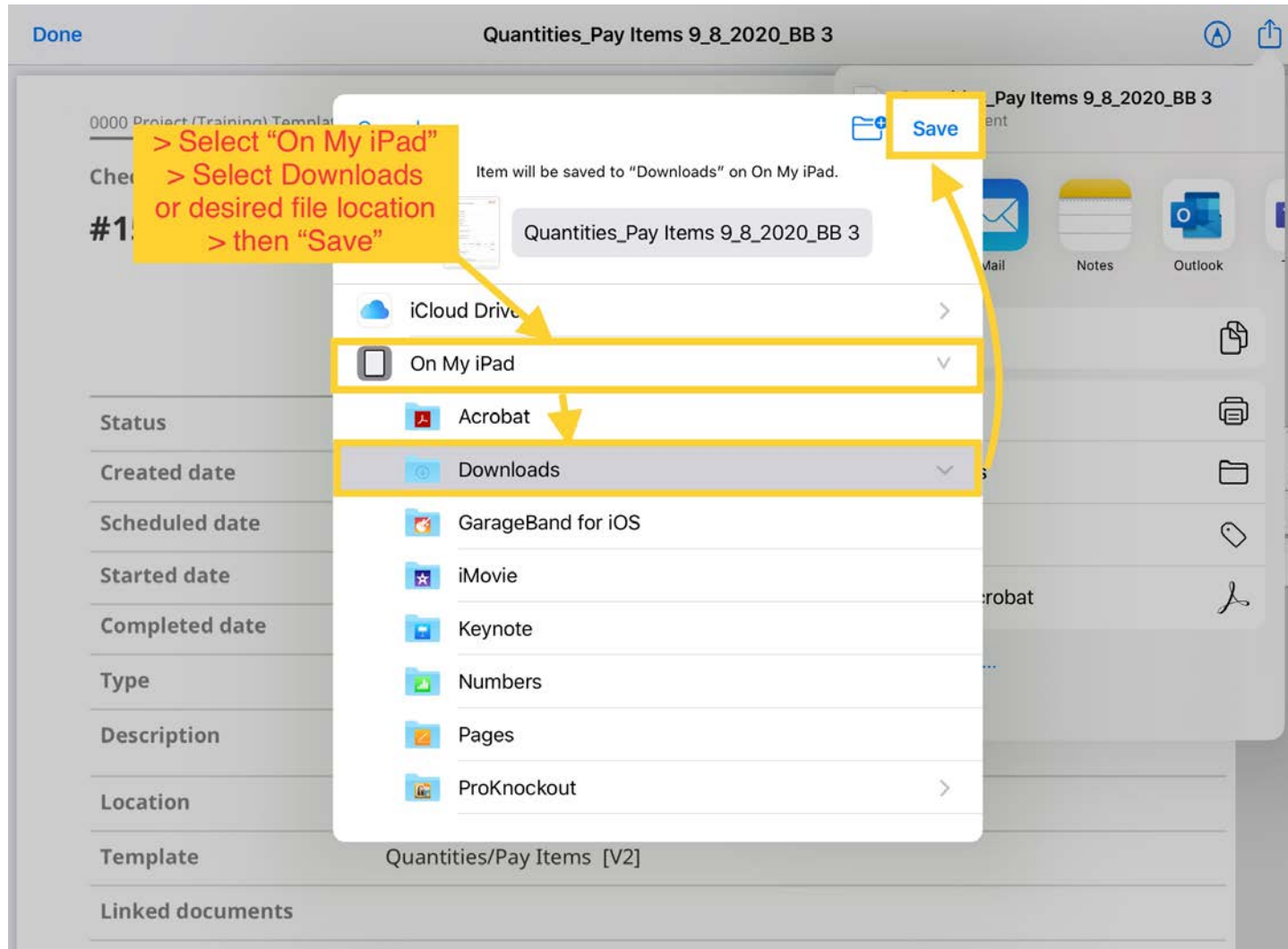
Add Tags

Import to Acrobat

Edit Actions...

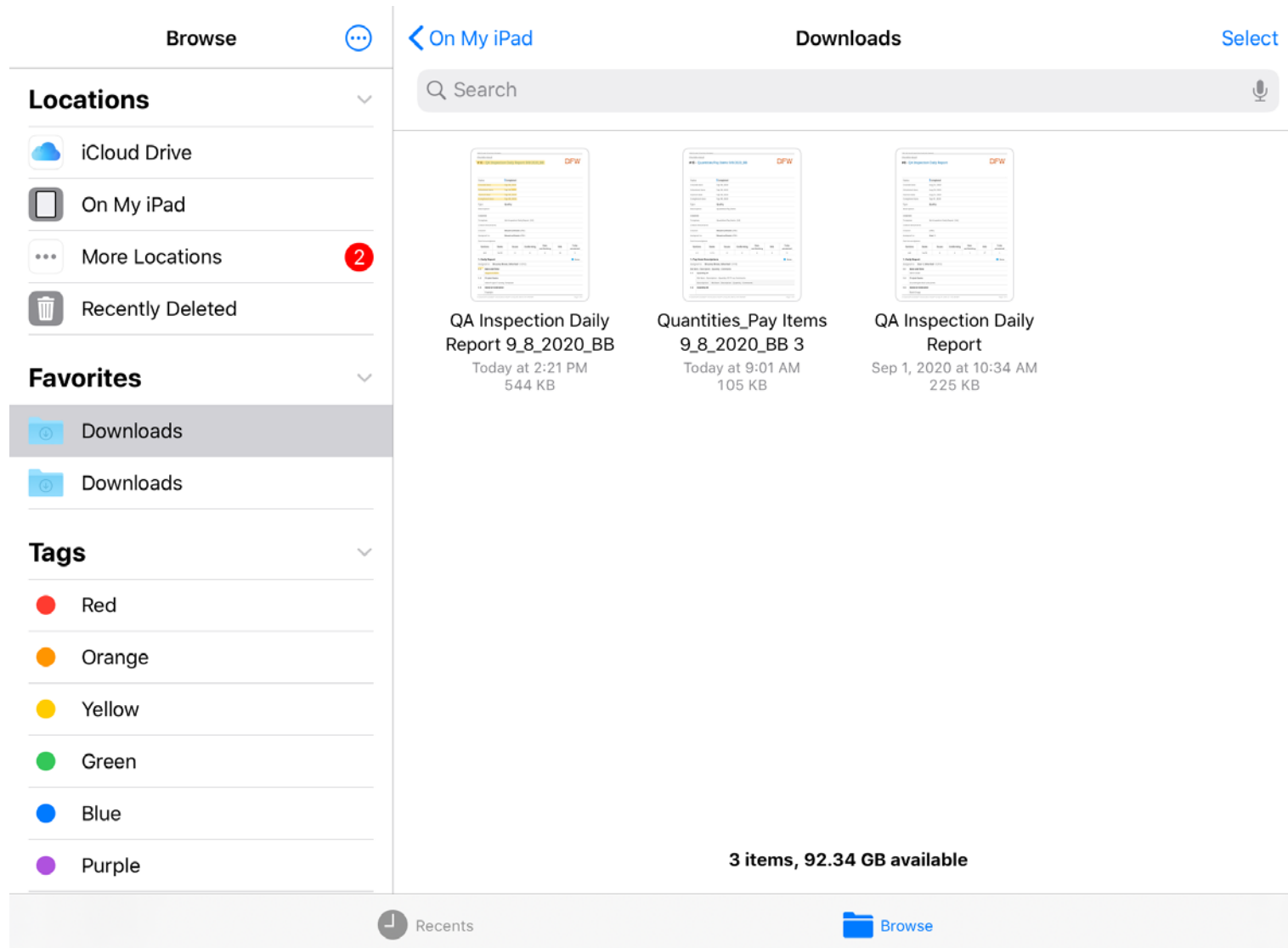
- The report will open, Select the Export Icon on the top right
- Then select "Save to Files"

How to Export the Quantities/Pay Item Checklist



- The report will open
 - Select the Export Icon on the top right
 - Then select "Save to Files"
 - File Location (example shows Downloads)
 - Next, select "Save"
-
- Note: You can change the file location by selecting the Folder Icon(next to Save) on the top right
 - Name a folder for all IDR's, Issue notices, Quantities/Pay Items, etc.

How to Export the Quantities/Pay Item Checklist



- View the report on the iPad
 - Open the “Files App”
 - Select on my “On My iPad”
 - Then select the file location

How to Upload the Quantities/Pay Item Checklist

The screenshot shows the Autodesk BIM 360 Document Management web interface. The browser address bar is highlighted with a yellow box, showing the URL `docs.b360.autodesk.com`. The breadcrumb navigation at the top indicates the current project: `DFW International Airport > 0000 Project (Training) Template`. The main navigation bar includes `Document Management`, `FOLDERS`, `REVIEWS`, `TRANSMITTALS`, and `ISSUES`. On the left sidebar, the `View by` section has `Folders` selected. Under `Project Files`, the `Quantities-Pay Items Reference` folder is expanded, and the `Quantity-Pay Item Checkliksts` folder is highlighted. In the main content area, the `Upload files` button is highlighted with a yellow box. Below this, a table lists the existing document:

Name	Description	Version	Size	Last updated
<input type="checkbox"/> Quantities_Pay Items 9_8_2020_BB 3.pdf		V1	102.4 KB	Sep 9, 2020 7:41 AM

A yellow callout box contains the following instructions:

- > Open Safari
- > Be sure the correct project is selected
- > Select the Novicon(9 dots) go to Document Management
- > Select drop down arrow next to "Project Files"
- > Next, Select the "Quantities-Pay Items Reference"
- > After that, select the "Quantities-Pay Items Checklists"
- > Select "Upload files"

How to Upload the Quantities/Pay Item Checklist

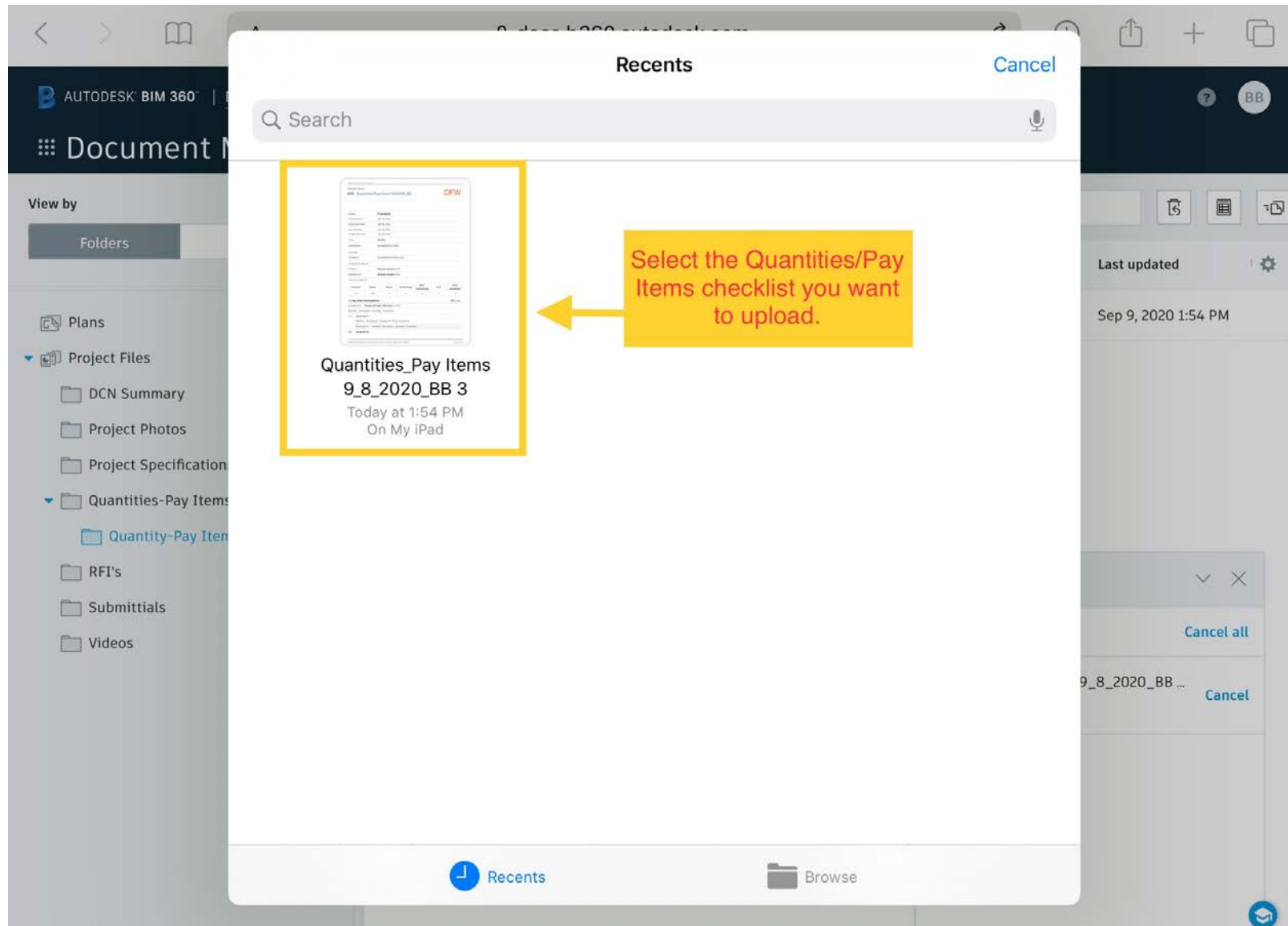
The screenshot shows the Autodesk BIM 360 Document Management web interface. The browser address bar displays `docs.b360.autodesk.com`. The page header includes the Autodesk BIM 360 logo and the project name "DFW International Airport > 0000 Project (Training) Template". The main navigation bar has tabs for "Document Management", "FOLDERS", "REVIEWS", "TRANSMITTALS", and "ISSUES".

On the left, a sidebar shows a tree view of project files. Under "Project Files", the "Quantities-Pay Items Reference" folder is expanded, showing a sub-folder named "Quantity-Pay Item Checkliksts".

In the center, a "Upload Files" button is visible. A dropdown menu is open, showing three options: "Take Photo or Video", "Photo Library", and "Browse". The "Browse" option is highlighted with a yellow border. A yellow callout box with an arrow pointing to the "Browse" option contains the text: "After selecting 'Upload Files' you will then see a drop down > Select 'Browse'".

On the right, a table displays document information. The table has columns for "Description", "Version", "Size", and "Last updated". A single document is listed with the version "V1", size "102.4 KB", and last updated date "Sep 9, 2020 7:41 AM".

How to Upload the Quantities/Pay Item Checklist



How to Upload the Quantities/Pay Item Checklist

The screenshot shows the Autodesk BIM 360 Document Management interface for the 'DFW International Airport > 0000 Project (Training) Template'. The 'FOLDERS' tab is active, and the 'Quantity-Pay Item Checkliksts' folder is selected in the left sidebar. A file named 'Quantities_Pay Items 9_8_2020_BB 3.pdf' is highlighted in the main list. A yellow box around this file has an arrow pointing to a 'Process' dialog box. The dialog box shows 'Processing 1 file.' and 'Quantities_Pay Items 9_8_2020_BB 3.pdf' with a 'Pending processing...' status. Red text instructions are overlaid on the image:

- > After selecting the report, you will then see the report start processing the upload at the bottom right
- > Once the report is done processing, you will see that it was uploaded in the "Quantities_Pay Items Checklist" Folder

How to Upload the Quantities/Pay Item Checklist

The Quantities/Pay Items Checklist has been uploaded to BIM360 and available for the CC/CM to view.

The screenshot displays the Autodesk BIM 360 Document Management web interface. The browser address bar shows 'docs.b360.autodesk.com'. The page header includes the Autodesk BIM 360 logo and the project path 'DFW International Airport > 0000 Project (Training) Template'. The main navigation bar features 'Document Management', 'FOLDERS', 'REVIEWS', 'TRANSMITTALS', and 'ISSUES'. On the left, a sidebar shows a folder tree with 'Plans', 'Project Files' (expanded), 'DCN Summary', 'Project Photos', 'Project Specifications', 'Quantities-Pay Items Reference' (expanded), 'Quantity-Pay Item Checkliksts' (highlighted), 'RFI's', 'Submittals', and 'Videos'. The main content area has a 'View by' section with 'Folders' and 'Sets' tabs. Above the document list is an 'Upload files' button and a 'Showing 1 item' indicator. A search bar is also present. The document list table has columns for 'Name', 'Description', 'Version', 'Size', and 'Last updated'. One document is listed: 'Quantities_Pay Items 9_8_2020_BB 3.pdf' with version 'V2', size '102.4 KB', and last updated 'Sep 9, 2020 1:55 PM'.

Name	Description	Version	Size	Last updated
Quantities_Pay Items 9_8_2020_BB 3.pdf		V2	102.4 KB	Sep 9, 2020 1:55 PM

BIM360

Photo Presentation September 2020

Robert Brown

Breanna Brown

How to Upload Photos to BIM360

The screenshot shows the Autodesk BIM 360 Document Management web interface. The browser address bar displays 'docs.b360.autodesk.com'. The breadcrumb trail indicates the current location: 'DFW International Airport > 0000 Project (Training) Template'. The 'Document Management' tab is active, with sub-tabs for 'FOLDERS', 'REVIEWS', 'TRANSMITTALS', and 'ISSUES'. On the left sidebar, the 'View by' section is set to 'Folders'. The folder hierarchy is expanded to show 'Project Files' > 'Project Photos' > '2. September 2020' > 'Week 2 (09.06 - 09.12)'. The 'Upload files' button is highlighted in the top right of the main content area. A yellow callout box provides instructions: '> Go to Safari', '> Be sure you're in the correct project', '> Select the Novicon(9 dots) then "Document Management"', '> First, select "Project Files"', '> Next, select "Project Photos"', '> Then, select the week the photo was taken', and '> Select "Upload Files"'. The main content area shows a message 'This folder is empty. Drag and drop or upload project files.' with an 'Upload' button. A 'Learn more' link is at the bottom.

AA docs.b360.autodesk.com

AUTODESK BIM 360 DFW International Airport > 0000 Project (Training) Template

Document Management FOLDERS REVIEWS TRANSMITTALS ISSUES

View by Folders Sets

Plans

Project Files

DCN Summary

Project Photos

1. August 2020

2. September 2020

Week 1 (09.01 - 09.05)

Week 2 (09.06 - 09.12)

Week 3 (09.13 - 09.19)

Week 4 (09.20 - 09.30)

3. October 2020

4. November 2020

5. December 2020

Project Specifications

Quantities-Pay Items Reference

RFI's

Submittals

Videos

Upload files

Search for documents

Name Description Version Size Last updated

This folder is empty.
Drag and drop or upload project files.

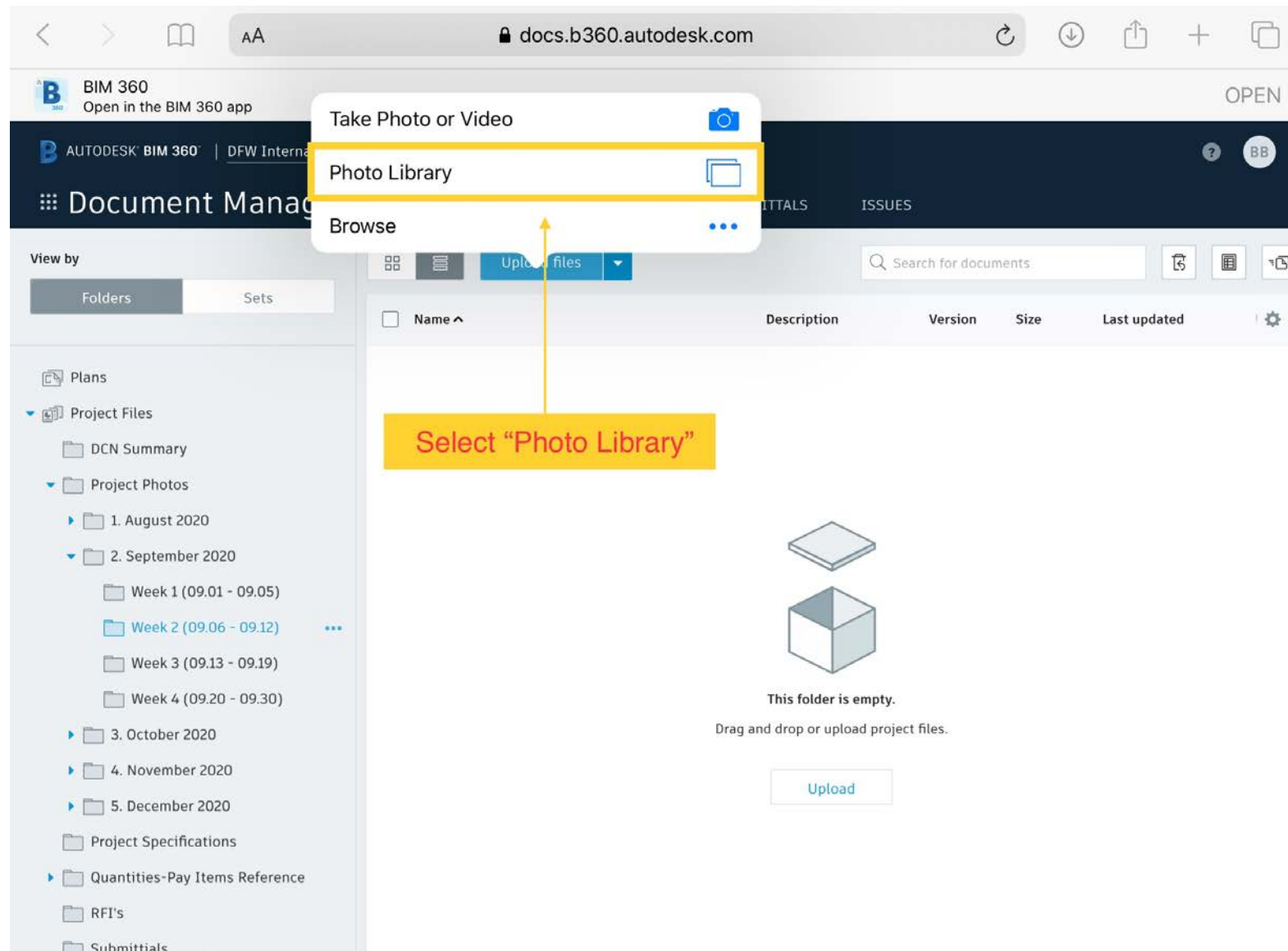
Upload

Learn more about uploading documents.

SEPTEMBER 2020

- > Go to Safari
- > Be sure you're in the correct project
- > Select the Novicon(9 dots) then "Document Management"
- > First, select "Project Files"
- > Next, select "Project Photos"
- > Then, select the week the photo was taken
- > Select "Upload Files"

How to Upload Photos to BIM360



SEPTEMBER 2020

How to Upload Photos to BIM360

The screenshot displays the BIM360 Document Management web interface. The browser address bar shows `docs.b360.autodesk.com`. The page header includes the BIM 360 logo, the text "Open in the BIM 360 app", and an "OPEN" button. The main navigation bar shows "AUTODESK BIM 360" and the project path "DFW International Airport > 0000 Project (Training) Template". Below this, the "Document Management" section is active, with tabs for "FOLDERS", "REVIEWS", "TRANSMITTALS", and "ISSUES".

On the left, a sidebar shows a tree view of project files. Under "Project Files", the "Project Photos" folder is expanded, showing a list of folders for each month and week of 2020. The "2. September 2020" folder is selected.

In the center, a "Photos" modal window is open, displaying a grid of photo thumbnails. Three photos are highlighted with yellow borders and blue checkmarks, indicating they are selected for upload. The modal includes a "Done" button and a "Choose Image Size" link. Below the grid, it shows "Actual Size (4.7 MB)".

On the right, a message box states "This folder is empty." with a note: "You will then be prompted to select the photos you want to upload". Below this, there is a "drag and drop or upload project files." instruction and an "Upload" button.

SEPTEMBER 2020

How to Upload Photos to BIM360

The screenshot displays the Autodesk BIM 360 Document Management interface. The browser address bar shows `docs.b360.autodesk.com`. The page title is "AUTODESK BIM 360 | DFW International Airport > 0000 Project (Training) Template". The main navigation bar includes "Document Management", "FOLDERS", "REVIEWS", "TRANSMITTALS", and "ISSUES".

On the left, the "View by" section has "Folders" and "Sets" tabs. The "Folders" view shows a tree structure under "Project Files":

- DCN Summary
- Project Photos
 - 1. August 2020
 - 2. September 2020
 - Week 1 (09.01 - 09.05)
 - Week 2 (09.06 - 09.12)
 - Week 3 (09.13 - 09.19)
 - Week 4 (09.20 - 09.30)
 - 3. October 2020
 - 4. November 2020
 - 5. December 2020
- Project Specifications
- Quantities-Pay Items Reference
- RFI's
- Submittals

The main content area shows a table of documents. The "Upload files" button is visible. The table has columns: Name, Description, Version, Size, and Last updated. Three items are shown:

Name	Description	Version	Size	Last updated
B235DE03-3442-48B7-B41C-A488B22E8C1E...		V1	1.5 MB	Sep 10, 2020 8:16 ...
DA8AD68C-B119-4DA9-9E0D-F5DF866...		V1	1.5 MB	Sep 10, 2020 8:16 ...
Photo #1.jpeg		V1		

A red callout box points to the three dots next to the first item in the table:

Note:
To change the name
> select the 3 dots next to the name
> then "Rename"

A yellow callout box points to the first two items in the table:

Photos have been processed and uploaded

A "Process" dialog box is open, showing the status of the uploads:

Process

3 uploaded.

B235DE03-3442-48B7-B41C-A488B22E...	Uploaded	Show
DA8AD68C-B119-4DA9-9E0D-F5DF866...	Uploaded	Show
34E394FD-0347-4896-B3F1-18C740D6...	Uploaded	Show

How to Upload Photos to BIM360

The screenshot displays the BIM 360 Document Management web interface. The browser address bar shows `docs.b360.autodesk.com`. The page header includes the BIM 360 logo, the text "Open in the BIM 360 app", and an "OPEN" button. Below the header, the breadcrumb navigation shows "AUTODESK BIM 360" followed by "DFW International Airport > 0000 Project (Training) Template". The main navigation bar includes "Document Management", "FOLDERS", "REVIEWS", "TRANSMITTALS", and "ISSUES".

On the left, the "View by" section has "Folders" and "Sets" tabs. The "Folders" view shows a tree structure under "Plans". The "Project Files" folder is expanded, showing "DCN Summary", "Project Photos", and a list of months from August to December 2020. The "Project Photos" folder is further expanded, showing a list of weeks for September 2020. A yellow box highlights the "Project Photos" folder and its sub-items.

On the right, the "Upload files" button is visible. Below it, a table lists the uploaded files:

Name	Description	Version	Size	Last updated
Photo #1.jpeg		V1	1.5 MB	Sep 10, 2020 8:42 ...
Photo#2.jpeg		V1	1.5 MB	Sep 10, 2020 8:43 ...
Photo #3.jpeg		V1	1.5 MB	Sep 10, 2020 8:44 ...

A yellow box highlights the three uploaded photos in the table. A yellow arrow points from the "Project Photos" folder in the left sidebar to the table. A yellow callout box with red text states: "Photos have been uploaded, renamed and filed properly".

Daily Photos

Mark Up Photos

- Always mark-up photos calling out what is being done in the photo.
- A picture is only worth a thousand words if you know what the picture is of.



Daily Photos

Good Reports



2020-01-09 15:43:16



2020-01-09 13:23:59



2020-01-09 11:58:50



2020-01-09 11:36:36

Examples...

- Addresses the Who, What, Where, When, and How.
- Written in third-person.
- States the facts as you would in court.
- Photos attached with markup graphics and short worded description on it.
- References documents.

DFW Airport System Inspector Daily Checklists

Project: (1)

Specification Section: _____ (2)

Date: _____ (4)

Responsible Contractor: _____ (3)

' Da ' Night

<u>Item #</u>	<u>Description</u>
---------------	--------------------

QC Conformance

' Yes ' No

Deficiency # (7)
(If Applicable)

NCR # (8)
(If Applicable)

[illegible]

Location: _____ (9)

Yes

No

N/A

Checklist Item

Approved Submittal

Proper Storage of Material

(10)

Comments: _____ (11)

(12)

Construction Quality Inspector

Checklist Example

February 2020

Checklist Form Directions

*Reference numbers on the preceding Procedure Review Form marked "Example". Follow the completion directions below.

Number	Title:	Directions
1	Project	Type the project name
2	Specification Section	Type the applicable Specifications Section
3	Responsible Contractor	Input the Responsible Contractor. If it is a Subcontractor, list them as well.
4	Date	Input the date that the Checklist was performed. Use format month.day.year (i.e. 09.13.2018) Circle "Day" or "Night" for what time the work was performed.
5	Item #	Input the Line Item # for the applicable Checklist
6	Description	Write the Line Item Description exactly as it appears on the plans
7	Deficiency #	If the work was completed in conformance with the Specifications, circle "Yes" otherwise circle "No". If there is Deficiency, write the Deficiency report number
8	NCR #	If there is a NCR issued for the work, write the NCR number in this space. If not, write "N/A"
9	Location	Write the location of the work. Use concise language that can be followed. Use landmarks, stations and offsets, etc.
10	Checklist Item	In these spaces, write all of the applicable specification requirements for the Checklist item.
11	Comments	Write any comments that you have that have not been covered by other parts of the form.
12	Construction Quality Inspector	Signature of the Inspector performing the Checklist.

DFW Airport System Inspector Daily Checklists

Project: _____

Specification Section: CSI 3300 / Cast-In-Place Concrete

Date: _____

Responsible Contractor: _____

' Day ' Night

Item # Description

QC Conformance

' Yes ' No

Deficiency # _____
(If Applicable)

NCR # _____
(If Applicable)

Location: _____

Yes	No	N/A	Checklist Item
'	'	'	Approved Submittal
'	'	'	Proper Storage of Material
'	'	'	Descending air temp. >40F. Resume @ ascending air temp. 35F, or per cold weather plan
'	'	'	Hot weather precautions @ >85F air temp. Concrete temp. 50 - 95F
'	'	'	All rebar & embedded items properly fastened and in correct position. (Sleeves, conduits, etc.)
'	'	'	Check forms for dimensions, line, grade and plumb. Clean forms given a coat of form oil
'	'	'	No vertical drop for concrete >5.0'. Use chutes or tremies for vertical drop >5.0'
'	'	'	Do not deposit concrete on wet, muddy or frozen subgrade
'	'	'	Provide proper waterstop for construction joint at approved location
'	'	'	Haul time: 90 min. agitated trucks, 30 min. non-agitated trucks
'	'	'	Make one set of 4 cylinders per pour or 100 CY. 2 @ 7days, 2 @ 28days, 4000PSI @ 28days
'	'	'	Slump 2-4" for footings/walls, 2.5 - 3.5" for all else, or per mix design. 2 tests/pour & with cyl.
'	'	'	Air content 4-7% or per mix design. 1 test/50 CY and with cylinders. Test first load
'	'	'	Vibrate concrete, float and finish per Spec.
'	'	'	Cure concrete per Spec. Patch form tie holes and honeycomb with mortar per Spec.

Comments: _____

Construction Quality Inspector



**DFW Airport System
Inspector Daily Checklists**

Specification Section: _____

Date: _____

Responsible Contractor: _____

' Day ' Night

Item # Description

QC Conformance

' Yes ' No

Deficiency # _____
(If Applicable)

NCR # _____
(If Applicable)

Location: _____

<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Checklist Item</u>
'	'	'	Approved Submittal
'	'	'	Proper Storage of Material
'	'	'	
'	'	'	
'	'	'	
'	'	'	
'	'	'	
'	'	'	
'	'	'	
'	'	'	
'	'	'	
'	'	'	
'	'	'	
'	'	'	

Comments: _____

Construction Quality Inspector

DFW Airport System

Inspector's Daily Report for Quantity Book IDR #: (0)

Contract Day No: _____ (1)	Shift: _____ (2)
DFW Project No. _____ (3)	Date: _____ (4)
Project Name: _____ (5)	
Contractor: _____ (6)	
Weather: _____ (7)	
Hours Worked: _____ (8)	

Item Code No.	Item	Location	Quantity & Units	Evidence of Material Inspection	Quant. Bk.
(9)	(10)	(11)	(12)	(13)	(14)

Calculations and/or sketches: (15)

(16)

 Verified and agreed to by:

This is: ☐ Estimated progress measurement (Item no.: _____) (17)

☐ Final field measurement (Item no.: _____) (18)

Remarks: (e.g., instructions to Contractor, special problems, sketches with dimensions for final measurements, computations, number of persons working, hours worked). Use reverse side, if needed. See attached backup, (maps, sketches reports, etc.) _____ Pgs. Total. (19)

	Initials	Date
Inspected by: _____	(20)	_____
Measured by: _____	(21)	_____
Calculated by: _____	(22)	_____
Checked by: _____	(23)	_____

(24)

Construction Manager

Inspector's Daily Report Form Directions

*Reference numbers on the preceding Procedure Review Form marked "Example". Follow the completion directions below.

Number	Title:	Directions
0	IDR #	The number should be the Line Item # followed by the numeric order for the item of work
1	Contract Day No.	This value is the total number of days that have passed since the Notice to Proceed date for your project
2	Shift	Day or Night.
3	DFW Project No.	Input the project number.
4	Date	Enter the date that the quantity noted was completed (format i.e. 09.13.2018)
5	Project Name	List project name
6	Contractor	List name of Prime Contractor and Subcontractor if applicable
7	Weather	Document temperature range during shift including atmospheric conditions
8	Hours Worked	Shift start time and end time. AM/PM
9	Item Code No.	Line item number. i.e. "29"
10	Item	Description of Line item exactly as per the contract documents
11	Location	Describe location of work quantified in the IDR, Use stations, offsets, coordinates, system numbers, structure names of numbers, or other means of description or location.
12	Quantity & Units	Enter the Quantity and bid unit used to track progress. Make sure to use significant digits (i.e. whole numbers for CY and decimals for acreage).
13	Evidence of Material Insp.	Evidence of material inspection. Tickets, visual, cut sheets, etc..
14	Quantity Bk.	To be completed by Office Engineer upon entering IDR into quantity book.
15	Calculation and Sketch Box	This location is for reserved for inspector's calculations and sketches. Always include a sketch or calculation.

16	Verified and Agreed to by:	This line should be signed by a Contractor's representative. <i>Always get a list of the appropriate personnel to agree to quantities form the Contractor prior to utilizing this form.</i>
17	Estimated Quantity Checkbox	Mark this box if the IDR represents an estimated quantity.
18	Final Measurement Checkbox	Mark this box if the IDR represents a final quantity that has been agreed to and signed off by the contractor.
19	Attachment Total Pages	Enter the number of pages of attached backup documentation including the IDR form.
20	Inspected by:	Signed and initialed by the responsible inspector.
21	Measured by:	Signed and initialed by the responsible inspector.
22	Calculated by:	Signed and initialed by the responsible inspector.
23	Checked by:	Signed and initialed by Office Engineer or Construction Manager, or other independent inspector after reviewing.
24	Construction Manager	The IDR will be signed by the Construction Manager.

DFW Airport System

Inspector's Daily Report for Quantity Book

IDR #: 120-10

Contract Day No: 4 of 135 Shift: Day
 DFW Project No. OH.6130.200.50.220 Date: 09.13.2018
 Project Name: Runway 13L / 31R Rehabilitation
 Contractor: Reyes Group
 Weather: 78 degrees F
 Hours Worked: Shift Start @ 7 AM and End @ 4:30 PM

Item Code No.	Item	Location	Quantity & Units	Evidence of Material Inspection	Quant. Bk.
124	HMA, 6", N50 Base CSE	Sta. 124+00 to	1,120	Visual / Delivery Tickets	4
		Sta. 126+50			

Calculations and/or sketches:
 12650 - 12400 = 250LF / 12.5 ft Wide
 Base Course = 119.5 lb/in/sy
 250 (L) x 12.5 (W) x 6 (in) x 119.5 (lb/in/sy) / 2000 = 1,120 Tons

Jim "Super" Smith
 Verified and agreed to by:

This is: ☒ Estimated progress measurement (Item no.: 124)
☐ Final field measurement (Item no.:)

Remarks: (e.g., instructions to Contractor, special problems, sketches with dimensions for final measurements, computations, number of persons working, hours worked). Use reverse side, if needed. See attached backup, (maps, sketches reports, etc.) _2_Pgs. Total.

	Initials	Date
Inspected by:	WLT	09.13.2018
Measured by:	WLT	09.13.2018
Calculated by:	WLT	09.13.2018
Checked by:	JMV	09.20.2018

Jackson Anderson
 Construction Manager

DFW Airport System

Inspector's Daily Report for Quantity Book

IDR #:

Contract Day No: _____ Shift: _____
 DFW Project No. _____ Date: _____
 Project Name: _____
 Contractor: _____
 Weather: _____
 Hours Worked: _____

Item Code No.	Item	Location	Quantity & Units	Evidence of Material Inspection	Quant. Bk.

Calculations and/or sketches:

Verified and agreed to by:

This is: ☐ Estimated progress measurement (Item no.: _____)
☐ Final field measurement (Item no.: _____)

Remarks: (e.g., instructions to Contractor, special problems, sketches with dimensions for final measurements, computations, number of persons working, hours worked). Use reverse side, if needed. See attached backup, (maps, sketches reports, etc.) _____ pgs. total.

Inspected by: _____
 Measured by: _____
 Calculated by: _____
 Checked by: _____

Initials

Date

Construction Manager

DFW Airport System

DIGITAL PHOTO LOG

[illegible]

Photo Log Form Directions

*Reference numbers on the preceding Procedure Form marked "Example". Follow the completion directions below.

Number	Title:	Directions
1	Photo No.	Input the photo number numerically (i.e. 1, 2, 3, 4...)
2	Date	Input the Date that the photo was taken in the format month.day.year (i.e. 09.13.2018)
3	Location	Input the location where the photo was taken and of what. Be concise and use as specific of a location as possible.
4	Description	Provide a written description of the activity that the photo showing
5	Direction *	Provide the direction that you were facing when taking the photo
6	Employee Name	Enter the name of the person who took the photo
7	File No.	Enter the file number for the photo. It must be unique in nature and following the standard file naming convention. (i.e. Photo6-Earhwork_WLT_03.13.2018)

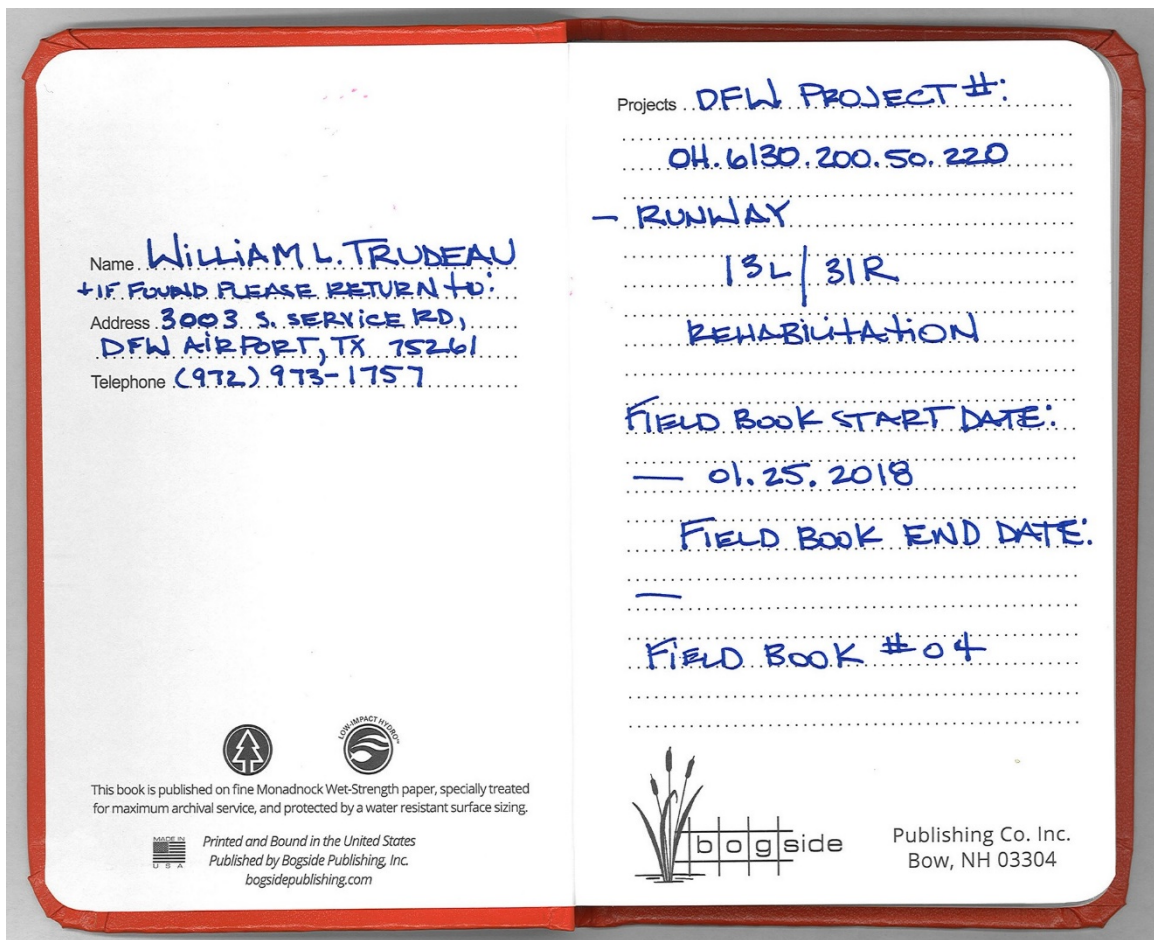
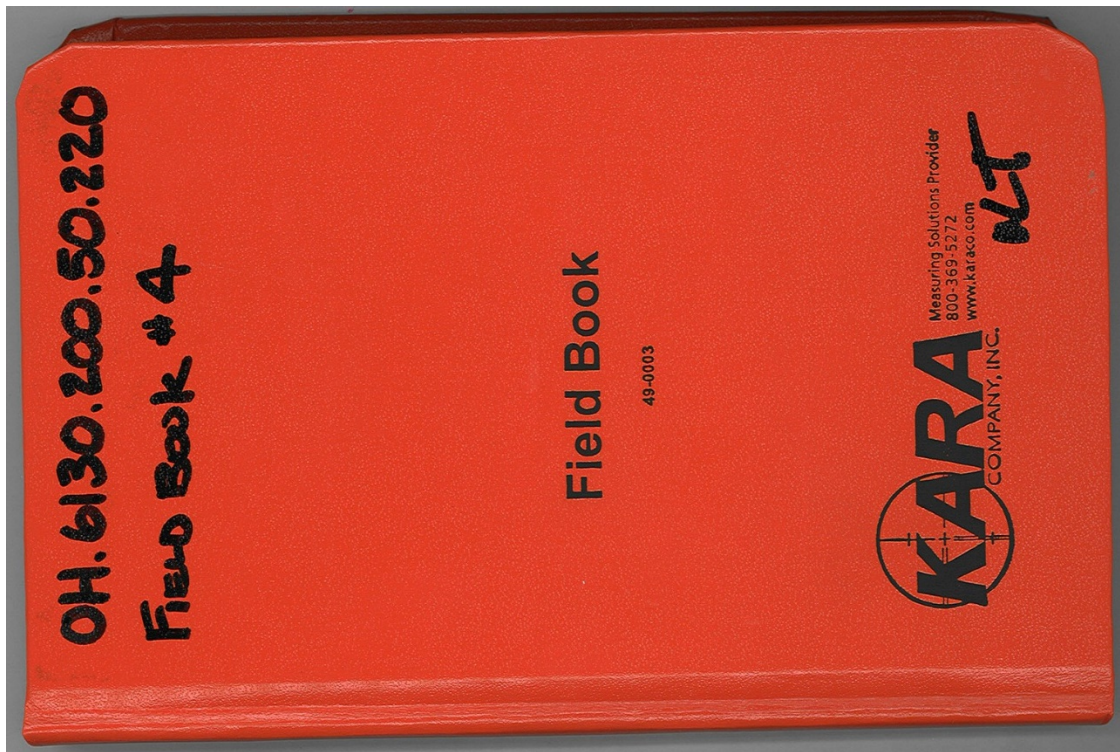
[illegible]

DFW Airport System

DIGITAL PHOTO LOG

[illegible]

Field Book Example



①

WT

DATE: 04/15/2018 REYES Group

CONTRACT DAY: 65 OF 174

WEATHER: CLOUDY 15 MPH WIND

AIR TEMP: 65°F @ 8 AM

80°F @ 12 PM

83°F @ 4 PM

START TIME: 6:45 AM

FINISH TIME: 4:50 PM

EQUIPMENT:

(1) SKI-OPERATED SPREADER
CMI 2500(1) STRING-OPERATED CMI 3000
MEMBRANE SPRAYER(2) CATERPILLAR 2X-470
SCRAPER(1) CATERPILLAR 330-B TRACK
BACKHOE

(1 DUE) BOBCAT MK-460

WT

②

MANPOWER:

(5) OPERATORS

(1) SUPERINTENDANT

(5) LABORERS

(2) OILERS

ACTIVITIES:

• MOVEMENT OF EMBANKMENT
AND FINISH GRADE FOR LEG R1

START STA. 360+00 WB @ 8:00 AM

END STA. 383+20 WB @ 4:50 PM

$$\text{AREA} = 2,322' \times 24' \times \frac{1}{9} = 6,192 \text{ SY}$$

(L) (W) (SY)

- FROST PROTECTION (9")

(LINE ITEM #045)

QC/QA TESTS

	PCF	MOISTURE	PASS
STA. 361+00	142.8	7.9	Y
STA. 367+50	141.5	9.0	Y

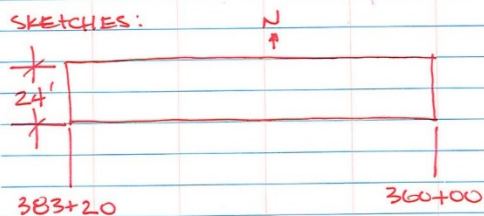
(CONTINUED ON PAGE 3)

③

WT

STA.	PCF	MOISTURE	PASS
382+50	141.7	8.2	Y

SKETCHES:

NOTES: ALL QC COMPACTION TEST
PASSED

- CALLED TONY TO PROVIDE
PROFROLL @ 3:24 PM
- AT 12:15 PM, ALAN DADIAN
VISITED THE SITE
- IDR TO BE WRITTEN FOR
LINE ITEM #045
- CATERPILLAR 330B BROKE
DOWN @ 1:45 PM. DONE FOR DAY

2.0 ISSUES, DEFICIENCY NOTIFICATIONS, and NON-CONFORMANCE REPORTS

2.1 PURPOSE AND OVERVIEW

Although the Contractor is responsible to construct each part of the project in accordance with the contract requirements, there may be factors that arise during construction that make this difficult. It is important that DFW encourage and allow the Contractor latitude to identify Issues, Deficiencies and Non-conformances itself and propose a solution to which DFW may then respond.

The identification and correction of deficient work is the main responsibility of the Contractor. DFW should provide support and work with the Contractor's Quality Control personnel to solve the deficiency in a mutually acceptable manner.

If the Contractor is unwilling or unable to identify an Issue or Deficiency or on their own, DFW then has the option to issue a Deficiency Notification and/or a "Non-Conformance Report" (NCR).

Although a Non-conformance is always a Deficiency, a Deficiency is NOT always a Non-conformance. Non-conformances should be limited to those situations in which the Contractor is unable or unwilling to correct a deficiency for which they have been made aware. The NCR creates a non-compliant situation which DFW cannot accept, and for which the Contractor must be held accountable for correcting to DFW's satisfaction.

When QA Finds a Problem:

- **Each Issue MUST BE documented with photos**
- Communicate with DFW PMCM Team and Contractor's on-site project team
- Generate Issues
 - Issue: Work or Materials does not meet the requirements of the plans and/or specifications.
 - Deficiency Issue: Issue is not corrected before the end of the issuing Inspector's work shift.
- The Inspector will inform the on-site Contractor's representative of work for any issues that are recorded.
- The Lead Inspector will notify the Construction Manager of deficiencies and make recommendations regarding issuing a Deficiency Notification or, in limited cases, an NCR
- Collect and record backup information (photos, etc.) in BIM360

2.2 ISSUES CREATION AND MANAGEMENT in BIM360

GENERAL

- Track ongoing Issues within the bounds of a project
- Ensure Quality Assurance is being upheld
- Establish a document record of all current and archived issues
- Maintain a communication line with the PMCM Team
- Maintain a communication line with the Contractor

PROCEDURE

- Open the BIM360 Application from your iPad or Tablet
- In the lower left-hand side of the screen, tap the 3 lines; this is the initial directory
- If the initial directory is gray, you will need to sync the project for the first time

2.0 ISSUES, DEFICIENCY NOTIFICATIONS, and NON-CONFORMANCE REPORTS

- Issues will be the first tab at the top of the initial directory
- Follow steps as described in the BIM360 Issues Management Training
- Export Issue Notice and Upload to Unifier

Issue Management

How to create an Issue and upload to Unifier

25

Issue Management

How to export an Issue Notice

36

See Attachments: *BIM360 Issues Management Training Module* and *Unifier Issue Notice BP*

2.0 ISSUES, DEFICIENCY NOTIFICATIONS, and NON-CONFORMANCE REPORTS

2.3 DEFICIENCY NOTIFICATION (CM Team Responsibility)

GENERAL

The objective is to create a written description of a Deficiency, track its closure and, if necessary, create a “Root Cause” and resolution to avoid repeating the condition moving forward. The Deficiency Notification must reference the applicable Technical Specification violation.

A Deficiency is an unresolved Issue identified by the CM Team during the construction process, and may include, but is not limited to, the following:

- Means and Methods
- Workmanship
- Materials
- Equipment
- Lack of personnel
- Installation parameters

PROCEDURE

1. The QA Inspector submits Issues Notices to the CM Team using the BIM360 Issues Management process.
2. For unresolved Issues, the CM Team will create a Deficiency Notification, which may also be prepared by the Contractor. The CM will determine what Issues require Deficiency Notifications and keep a Deficiency Log for each project. The Deficient conditions will be uniquely numbered so that they can be tracked effectively.
3. The Contractor will have 72 hours to propose a resolution to the condition, for the CM Team’s review. The Engineer of Record may be brought into the process if the Deficiency resolution is related to the intent of the contract technical specifications.
4. A Deficiency may stay open and active for no more than 14 calendar days from the date of issuance. Within that time, one of the following must occur:
 - The Deficiency is corrected to the CM Team’s satisfaction. If this occurs, the item is re-inspected by the QA Inspector, documented appropriately, and the Issue is closed;
 - A correction is agreed-upon between the Contractor and CM Team, and both agree that the correction is not urgent and can be completed at the Contractor’s discretion prior to final acceptance. If this occurs, the item is transferred to the Project Punch List for continued tracking, and the Deficiency is closed;
 - A Deficiency is not corrected, and an acceptable solution has not been agreed to by both parties. If this occurs then the Deficiency will be elevated to a Non-Conformance, a Non-Conformance Report (NCR) will be issued by the CM Team, and the Deficiency is closed.
5. Depending on the severity or repetition of the Deficiency, the CM may direct the Contractor to complete a “Root Cause” analysis. When so directed, the Root Cause analysis completed by the Contractor will contain, at a minimum, the following:
 - How the Contractor plans on eliminating the repetition of the deficiency
 - Additional training

2.0 ISSUES, DEFICIENCY NOTIFICATIONS, and NON-CONFORMANCE REPORTS

- Holding an additional pre-activity meeting
- Providing a communication plan
- Providing a drawing control log
- Hiring additional personnel
- Any other means that the Contractor feels would eliminate the repetition of the deficiency

2.4 NON-CONFORMANCE REPORT (CM Team Responsibility)

GENERAL

The objective is to create a written description of the type of Non-conformance work and track the closure and resolution. The NCR must reference the applicable Technical Specification violation.

These NCR situations should be a last resort as this situation results in rework cost, loss of good faith in the Contractor's efforts and can result in an unsafe condition. The NCR is, for all intents and purposes, a "Quality Ticket" to the Contractor and reflects poorly on their ability to perform acceptable installations.

PROCEDURE

1. A Non-conforming condition is identified in the construction process, which may include, but is not limited to, the following:
 - Means and Methods
 - Workmanship
 - Materials
 - Equipment
 - Lack of personnel
 - Installation parameters
2. The Contractor should immediately be notified and given the opportunity to stop work until the Non-conformance can be appropriately addressed.
3. The QA Inspector will contact the Construction Manager (CM) and report the issue. The QA Manager should also be notified.
4. In most situations, both the CM and QA Manager should visit the work site and view the situation first-hand, depending on the urgency of the situation.
5. The Non-conformance Report (NCR) will be completed by the CM and given to the Contractor.
 - The completed NCR will also include the resolution by the CM Team.
 - The NCR condition will be uniquely numbered so that it can be tracked effectively, and the CM Team will keep an NCR Log for each project.
6. The Contractor is typically given 14 calendar days to correct the NCR condition. However, at the discretion of the CM, a shorter timeframe may be imposed.
7. The Engineer of Record may have to review the corrective action to agree that the correction will meet the intent of the technical specification.

2.0 ISSUES, DEFICIENCY NOTIFICATIONS, and NON-CONFORMANCE REPORTS

8. The Contractor will correct the condition and contact the CM Team for confirmation and acceptance. Any re-inspection should be properly documented with pictures, plans, reports of testing results, etc.
9. Once the correction of the NCR condition has been inspected and approved compliant, the Contractor will be issued a letter, signed by the CM, for acceptance and release of payment.
10. Should the condition not be corrected, the CM Team will withhold the associated cost of the NCR work.

2.5 NCR DOLLAR ASSIGNMENTS

GENERAL

The objective is to establish and validate the costs associated with NCR money held scenarios.

1. The DFW Staff produces a Non-conformance Report (NCR).
2. The NCR must list a referenced Technical Specification, Contract Line Item Number, and corresponding Quantity for the item.
3. The CM or QA Manager will assign a dollar value to the NCR using the Line Item Unit Price and Quantity from the NCR to determine a Non-conformance contract value.
4. The CM will use the information to negotiate an agreement to have the NCR closed.
5. The NCR will not be closed until a copy of such an agreement has been corrected or negotiated by the CM.
6. In addition to the dollar value withheld, the CM with assistance from the QA Manager will negotiate an extended warranty or performance bond, with the Contractor to cover any deficiencies that may arise from the deficient work for a period to be determined by the CM, QC Manager and Contractor.
7. A copy will be attached to the NCR for closure.
8. The CM will be responsible to tracking dollars held on tracking form.

DOLLAR ASSIGNMENT PROCEDURE

Scenario #1 The 10% Penalty is Over \$5,000 plus Warranty

A proposed penalty of 10% will be calculated for any deficient item where the total Line Item Cost exceeds \$5,000.

- Example: The structure has developed a crack in it and the Contractor refuses to fix the issue. The cost for the Line Item is \$1,750,000.
- The proposed penalty will be $\$1,750,000 \times 10\% = \$175,000$
- In addition, the CM will negotiate an additional warranty for a period determined to be fair and equitable.

Scenario #2 The 10% Penalty is Under \$5,000 plus Warranty

The proposed penalty, included in Scenario #1, is calculated to be below \$5,000. In this case the penalty will be \$5,000.

- Example: The paving Contractor has not taken cores for the roadway paving prior to paving the surface over it. The Contractor paved 600 Tons at a cost of \$70/ton.
- The proposed penalty will be $600 \times \$70 = \$42,000 \times 10\% = \$4,200$.
- Due to the penalty being below \$5,000 the penalty will be a minimum of \$5,000.

2.0 ISSUES, DEFICIENCY NOTIFICATIONS, and NON-CONFORMANCE REPORTS

- In addition, the CM will negotiate an additional warranty for a period determined to be fair and equitable.

Scenario #3 The Actual Cost-plus Warranty

The cost for the Line Item work is below \$5,000. The penalty will be for the full amount of the work.

- Example: The Contractor forgot to take cylinders on concrete installed for a building footing 30 LF long. The Line Item cost of the footing concrete is \$80 / LF.
- The proposed penalty will be $\$80 \times 30\text{LF} = \$2,400$
- In addition, the CM will negotiate an additional warranty for a period determined to be fair and equitable.

Concerns: This type of penalty structure has the potential to create additional items that must be tracked.

- Each item will have a warranty associated with it.
- We cannot sacrifice Quality for \$
- The warranty periods determined by the negotiation will have to be tracked in a Warranty Log for the project.

2.6 ATTACHMENTS

❖ **BIM360 Issue Management Training Module**

❖ **Unifier Issue Notice BP**

Deficiency Notification Report Example Forms – For reference only (CM responsibility)

NCR Example Forms – For reference only (CM responsibility)



Issue Management

In this section you will learn/ review how to create and export an issue as a PDF and upload into Unifier.

Issue Management

How to create an Issue and upload to Unifier

The screenshot displays the Unifier mobile application interface. On the left, a 'Checklists' sidebar lists five items: '#5 Quantities/Pay Items test' (10% completed), '#4 Quantities/Pay Items' (completed), '#3 QA Inspection' (94% completed), '#2 QA Inspection Daily Report' (100% completed), and '#1 QA Inspection Daily Report' (100% completed). A yellow callout box with red text says 'Note: Create an activity specific issue' pointing to the '#3 QA Inspection' item. The main screen shows a detailed view of '2 Activities Inspected' (2/2 completed). The first activity, '2.1 Activity #1', has a 'Test' entry. The second activity, '2.2 Activity #2', has a 'Bad concrete' entry. A yellow callout box with red text says '1. Select "Issue" on the checklist' with an arrow pointing to the 'Issue' icon at the bottom of the '2.2 Activity #2' entry. The bottom navigation bar includes 'Documents', 'Issues', 'Checklists' (selected), 'Sync', 'Daily Logs', and 'More'.

Checklists
0000 Project (Training) Template
Search by ID, title or location

#5 Quantities/Pay Items test
Breanna Brown (VRX)
10% Completed

COMPLETED Aug 5, 2020
#4 Quantities/Pay Items
Breanna Brown

IN PROGRESS
#3 QA Inspection
Breanna Brown (VRX)
94% Completed

COMPLETED Jul 29, 2020
#2 QA Inspection Daily Report
Eric Hernandez (DFW International Airport)
100% Completed

COMPLETED Jul 29, 2020
#1 QA Inspection Daily Report
Tony Keefer (DFW International Airport)
100% Completed

7/8 Completed

2 Activities Inspected 2/2 **Done**

2.1 Activity #1
Test

2.2 Activity #2
Bad concrete

1 OPEN Activity #2

Note:
Create an activity specific issue

1. Select "Issue" on the checklist

Issue **Note** **Photo**

Issue **Note** **Photo**

Documents **Issues** **Checklists** **Sync** **Daily Logs** **More**

Issue Management

How to create an Issue and upload to Unifier

Select a "Type" > Title the Issue > Add a "Description" > "Assign to" the CM > Select "Root Cause" > attach photo(s) > Create

The screenshot shows the 'New Issue' form in the Unifier app. The form fields are as follows:

- Type:** Design
- Status:** OPEN
- Title*:** Activity #2
- Description:** Tap to add a description
- Assigned to:** Unassigned
- Due Date:** Unscheduled
- Owner:** Breanna Brown
- Root Cause:** Unspecified

Yellow annotations and arrows indicate the following steps:

- 2.** a) Select "Type" of issue
b) "Title" the issue
c) Add a "Description"
d) "Assign to" the CM
e) select a "Root Cause"
- 3. Must Attach photo > select "Create"**

The 'Create' button is highlighted with a yellow box, and a yellow arrow points to it from the '3.' annotation. A camera icon in the bottom navigation bar is also highlighted with a yellow box, with an arrow pointing to it from the '3.' annotation.

Issue Management

How to create an Issue and upload to Unifier

The screenshot displays the Unifier mobile application interface. On the left, a 'Checklists' screen shows a list of tasks for '0000 Project (Training) Template'. The tasks include:

- #11 QA Inspection Daily Report** (IN PROGRESS, Yesterday, 94% Completed)
- #8 QA Inspection Daily Report -Drone** (COMPLETED, Yesterday, 97% Completed)
- #7 QA Inspection Daily Report** (COMPLETED, Aug 6, 2020, 91% Completed)
- #6 Quantities/Pay Items test 2** (IN PROGRESS, Aug 5, 2020, 10% Completed)
- #5 Quantities/Pay Items test** (IN PROGRESS, Aug 5, 2020, 10% Completed)
- #4 Quantities** (COMPLETED, Aug 5, 2020)

On the right, a detailed view of a checklist item is shown. It includes a progress bar indicating '7/8 Completed'. The first activity, '1 Daily Report', is marked as 'Completed'. Below this, there are options to add an 'Issue', 'Note', or 'Photo'. The second activity, '2 Activities Inspected', shows a progress bar at '1/2' with a 'Done' button. Under '2.1 Activity #1', there is a 'Training' section with a photo of a road. At the bottom of this section, a yellow circle highlights a button labeled 'Issue created'.

The bottom navigation bar contains icons for Documents, Issues, Checklists (selected), Sync, Daily Logs, and More.

Issue Management

How to export an Issue Notice

Go to BIM360 Safari (web version) > Field Management > "Issues" > Select the Issue

ID	Type	Sub-type	Title	Location	Assign	Linked document
8	Design	Design	Training issue	-	Robert Brown	DFW Internati... -
7	Design	Design	Training	-	Breanna Brown	VRX - CD 001
6	Design	Design	Test	-	-	- -
5	Design	Design	Activity #2	-	-	- -
4	Observation	Observation	Bad pour	-	Robert Brown	DFW Internati... - CD 001
1	Observation	Observation	Activity #2	-	-	- -

Showing 1 - 6 of 6

<< < 1 of 1 > >>

How to export an Issue Notice



Issue Management

How to export an Issue Notice

Inbox

Focused Other Filter

AB Autodesk BIM 360 Re... 4:51 PM
0000 Project (Training) Template...
Caution: This email originated outside of DFW Airport. Do not c...

Open Outlook on iPad >
"Other" inbox > select
email with report >
"Download report"

0000 Project (Training) Template BIM 360 Issue #8: Training issue

AB Autodesk BIM 360 Reports 4:51 PM
To You

Caution: This email originated outside of DFW Airport. Do not click links or open attachments unless you recognize the sender and know the contents are safe. Report this email to phishing@dfwairport.com, if you believe it is suspicious.

Project: 0000 Project (Training) Template
Report Title: Issue #8: Training issue

Download report

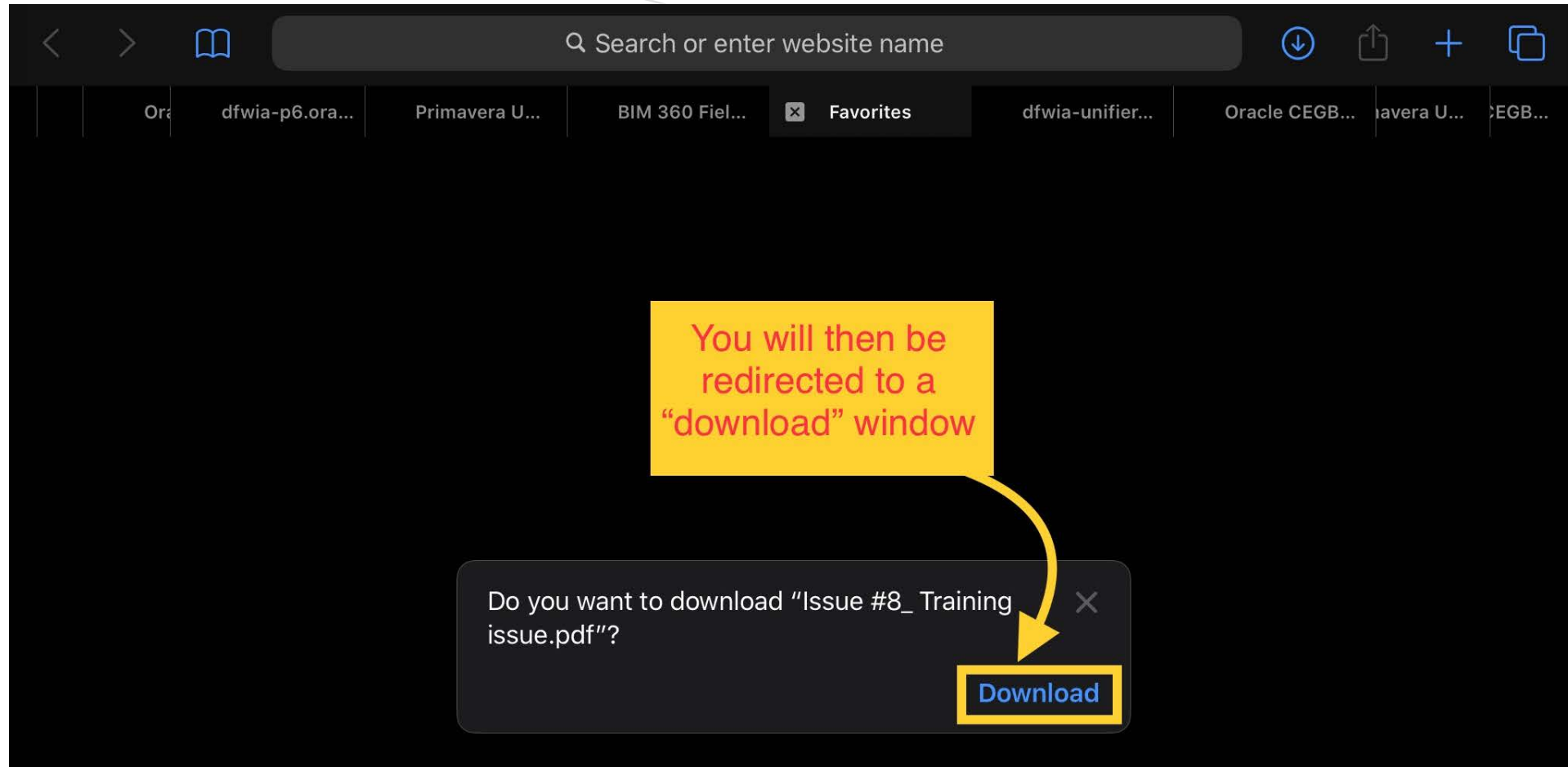
Add [Autodesk BIM 360](#) to your address book to ensure you receive emails. For more information, visit [BIM 360 Help](#).

← v Reply

SEPTEMBER 2020 19

Issue Management

How to export an Issue Notice



Issue Management

How to export an Issue Notice

Again, redirected to BIM360 Field Management > select the download icon > select report from drop down

ID	Type	Sub-type	Title	Company	Due date	Linked document
8	Design	Design	Train	DFW Internati...	-	-
7	Design	Design	Train	VRX	-	CD 001
6	Design	Design	Test	-	-	-
5	Design	Design	Activity #2	-	-	-
4	Observation	Observation	Bad pour	Robert Brown	DFW Internati...	CD 001
1	Observation	Observation	Activity #2	-	-	-

Issue Management

How to export an Issue Notice

The screenshot shows the iPad interface for 'Issue #8_ Training issue'. The top bar includes a 'Done' button and the issue title. The main content area displays '0000 Project (Training) Template' and 'ISSUE DETAIL' for '#8 Training issue'. A yellow box highlights the 'OPEN' button. A yellow callout box with red text says: 'Select the export icon > "Save to Files" > select file location "on my iPad"'. The export menu is open, showing options like AirDrop, Mail, Outlook, Teams, Copy, Print, Sign with DocuSign, Import to Acrobat, Save to Files (highlighted with a yellow box), Add Tags, and Edit Actions... The bottom status bar shows the date 'Aug 18, 2020 at 9:54:11 AM' and the location '2400 Aviation Drive'.

Done Issue #8_ Training issue

0000 Project (Training) Template

ISSUE DETAIL

#8 Training issue

OPEN

Select the export icon
> "Save to Files" >
select file location "on
my iPad"

Type / Subtype Design / Design

Location

Root Cause Coordination > Design Deficiency

Checklist Source QA Inspection Daily Report

Reference Drawing

Creator Breanna Brown VRX

Issue Owner Breanna Brown VRX

Assignee Robert Brown DFW International Airport

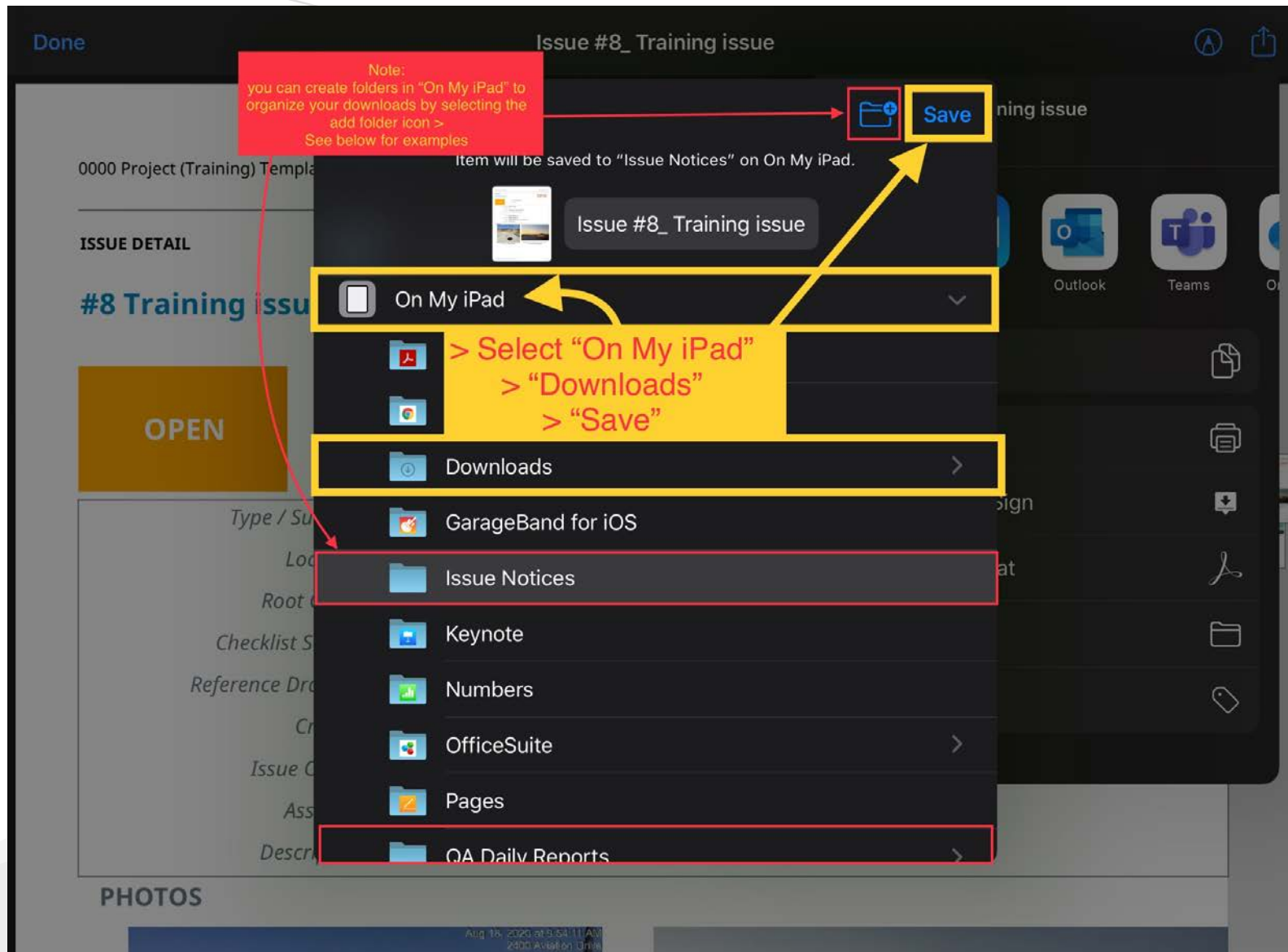
Description Training issue

PHOTOS

Aug 18, 2020 at 9:54:11 AM
2400 Aviation Drive

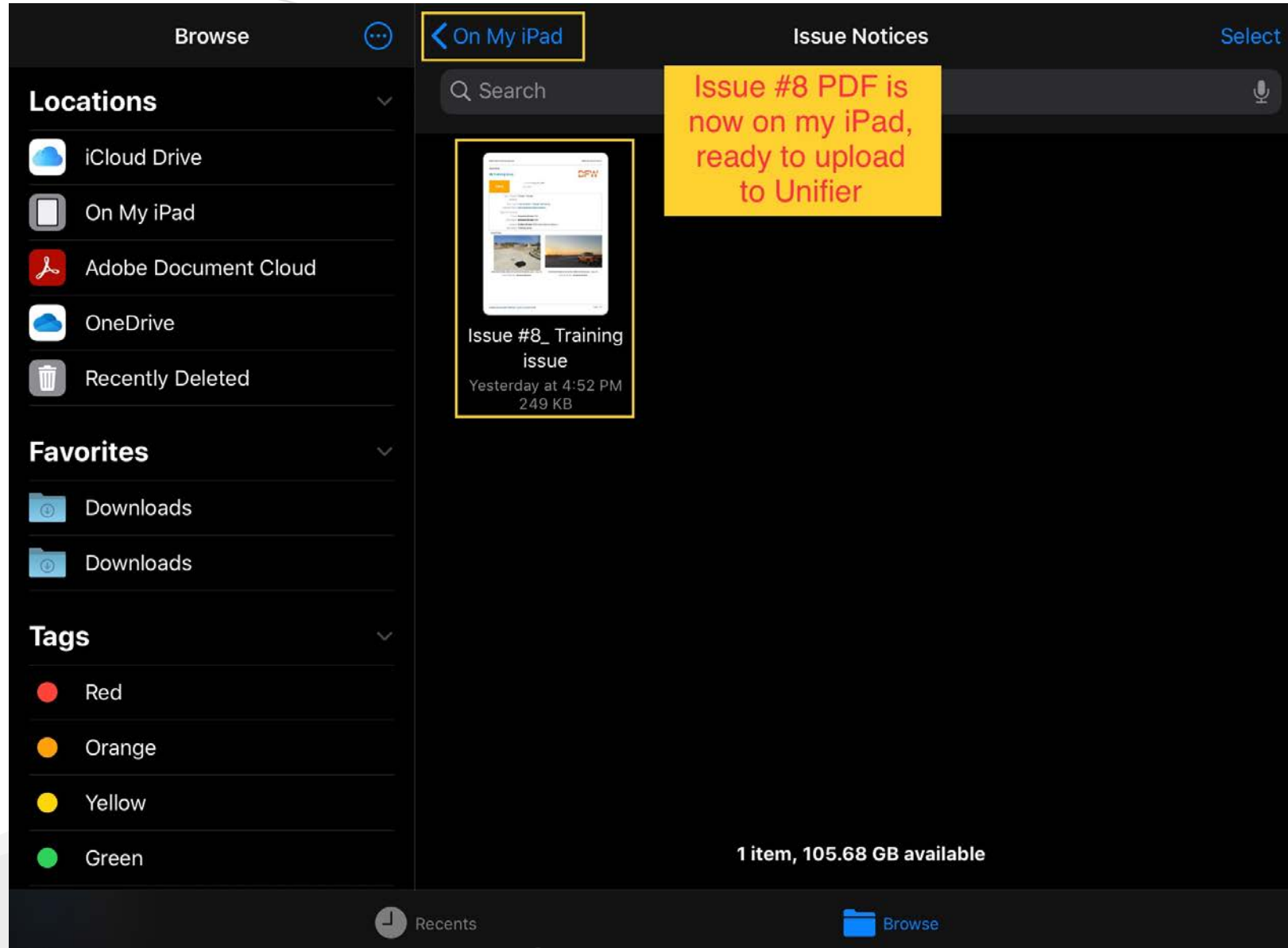
Issue Management

How to export an Issue Notice



Issue Management

How to export an Issue Notice



Issue Management

How to export an Issue Notice

The screenshot displays the Primavera Unifier web application interface. The browser address bar shows the URL `dfwia-unifier.oracleindustry.com`. The application header includes the Oracle Primavera Unifier logo and the user name Breanna Brown. The left sidebar contains a navigation menu with various modules, including Alerts, uMail, Collaboration, Information, Document Control, Correspondence, Contract Management, Project Management, Construction Management, Contractor Daily R..., Requests For Infor..., Material Testing, Issue Notice, and Reports. The 'Issue Notice' module is highlighted in the sidebar. The main content area shows the 'Issue Notice' page with a '+ Create' button, an 'Actions' dropdown, and a 'View' dropdown set to 'All Records'. Below this is a table with columns: Record Number, Issue Notice Title, Delivery Order Reference, Delivery Order Title, and Construction Contract Reference. The table is currently empty.

dfwia-unifier.oracleindustry.com/cloud/p/portal

Primavera Unifier

BIM 360 Field Management

ORACLE Primavera Unifier

Breanna Brown

Integrated AO... Terminal F Pha... Rehabilitate La... NE End-Aroun... Curbside Reall... Skylink Ramp ... Replace East ...

Replace East Airfiel... Alerts uMail Collaboration Information Document Control Document Submittal Correspondence Contract Managem... Project Management Construction Mana... Contractor Daily R... Requests For Infor... Material Testing Issue Notice Reports

DFW > DCC > Civil > Replace East Ai...

Issue Notice

+ Create Actions View All Records

Record Number	Issue Notice Title	Delivery Order Reference	Delivery Order Title	Construction Contract Reference
---------------	--------------------	--------------------------	----------------------	---------------------------------

Issue Management

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AA

dfwia-unifier.oracleindustry.com

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+

📄

dfwia-unifier.orac...dfwia-unifier.orac...Project No. AFD-120Primavera UnifierProject No. TER-042BIM 360 Field Man...

Create New Issue Notice

Send Save

Details

Issue Notice Title *

Training Issue

Creation Date

Status

Delivery Order / Construction Contract Information

Delivery Order Reference ?
Type a Delivery Order ...

Delivery Order Title

Consultant Name

Construction Contract Reference
9500601

Construction Contract Title
Skylink Ramp Level Security/Emer

Contractor Name
Skye Building Services, LLC

Issue Information

Issue Occurrence Date *
08/18/2020

Autodesk Record No. *
8

Issue Description * ?
Describe the issue. Copy/paste BIM360 report

Inspector Comments

Issue Type Category *
Observation

Issue Type *
Quality

Root Cause Category *
Quality

Root Cause *
Installation

Attachments

Comments

Linked Records

Linked Mail

Unpublished Attachments

	Name		Title
	<input checked="" type="checkbox"/>	ODA20FA9-3A16-4C87-...	
	<input checked="" type="checkbox"/>	DE901D05-6669-457F-8...	
	<input checked="" type="checkbox"/>	Issue #8_ Training issue....	

Total: 3

Issue Management

The screenshot displays the BIM360 Issues management interface. On the left, a list of issues is shown, with Issue #8 highlighted. A yellow box around Issue #8 in the list points to the detailed view on the right. The detailed view shows the issue title 'Training issue', a description, and a gallery of images. A yellow box around the 'Open' status in the status dropdown points to the 'Open' button in the list. A yellow box around the 'Closed' status in the status dropdown points to the 'Closed' button in the list. A yellow box around the 'Open' button in the status dropdown points to the 'Open' button in the list. A yellow box around the 'Closed' button in the status dropdown points to the 'Closed' button in the list. A yellow box around the 'Open' button in the status dropdown points to the 'Open' button in the list. A yellow box around the 'Closed' button in the status dropdown points to the 'Closed' button in the list.

Issues
0000 Project (Training) Template

Search by # or issue text fields

#8 Training issue
To Robert Brown (DF...International Airport)
OPEN

#7 Training
To Robert Brown (DF...International Airport)
OPEN

#6
To Robert Brown (DF...International Airport)
OPEN

#5 Activity #2
Unassigned
OPEN

#4 Bad pour
To Robert Brown (DF...International Airport)
OPEN

#3 Bad pour
To Breanna Brown (VRX)
CLOSED

#2 Wrong dist
Unassigned
Filters

Issue #8
Details

Training issue
Training issue

Open ✓

Answered

Closed
Approve and close

Void

Type

Location
Unspecified

Location details
Enter text

Owner
Breanna Brown

Documents **Issues** **Checklists** **Sync** **Daily Logs** **More**

Note: The Inspector closes the issue in BIM360

> Select the issue that was uploaded into unifier
> Select "Open"
> Select "Closed"

Issue Management

The screenshot displays the BIM360 Issue Management interface. On the left, a list of issues is shown, including #8 Training issue (CLOSED), #7 Training (OPEN), #6 Test (OPEN), #5 Activity #2 (OPEN), #4 Bad pour (OPEN), #3 Bad pour (CLOSED), and #2 Wrong dist (Filters). The right panel shows the details for Issue #8, which is marked as CLOSED. A yellow callout box with an arrow pointing to the 'CLOSED' status indicates that the issue is now closed in BIM360 and all communication is handled within Unifier.

Issue #8 CLOSED

Details Activity

Training issue

Training issue

The issue is now closed in BIM360 > all communication is handled within Unifier

Due Date
Unscheduled

Location
Unspecified

Location details
Enter text

Owner
Breanna Brown

Filters

Documents **Issues** **Checklists** **Sync** **Daily Logs** **More**

Issue Management

How to create an issue

The screenshot shows a software interface for managing issues. On the left, a sidebar titled 'Issues' for '0000 Project (Training) Template' contains a search bar and a list of issues. The main area on the right is a large light blue rectangle with a plus sign icon and a 3D technical drawing of a machine. Annotations include a yellow box with a plus sign and an arrow pointing to the main area's plus sign, and another yellow box with an arrow pointing to the 'Issues' button in the bottom navigation bar.

Issues
0000 Project (Training) Template

Search by # or issue text fields

#5 Activity #2
Unassigned
OPEN

#4 Bad pour
To Robert Brown (DF...International Airport)
OPEN

#3 Bad pour
To Breanna Brown (VRX)
CLOSED

#2 Wrong distance
Unassigned
CLOSED
Aug 7, 2020

#

Filters

Documents **Issues** Checklists Sync Daily Logs More

1. Create a new issue > select "+" plus sign

Note:
Create a project specific issue by selecting "Issues"

Select or create an issue

Issue Management

How to create an issue

Select a "Type" > Title the Issue > Add a "Description" > "Assign to" the CM > Select "Root Cause" > attach photo(s) > Create

The screenshot shows the 'New Issue' form in a mobile application. The form is titled 'New Issue' and has a 'Cancel' button on the top left and a 'Create' button on the top right. The form fields are as follows:

- Type:** Design (highlighted with a yellow box)
- Status:** OPEN (highlighted with a yellow box)
- Title:** Activity #2 (highlighted with a yellow box)
- Description:** Tap to add a description (highlighted with a yellow box)
- Assigned to:** Unassigned (highlighted with a yellow box)
- Due Date:** Unscheduled (highlighted with a yellow box)
- Owner:** Breanna Brown (highlighted with a yellow box)
- Root Cause:** Unspecified (highlighted with a yellow box)

Yellow arrows point from a central yellow box to the 'Type', 'Title', 'Description', and 'Assigned to' fields. The central yellow box contains the following text:

2.
a) Select "Type" of issue
b) "Title" the issue
c) Add a "Description"
d) "Assign to" the CM
e) select a "Root Cause"

Another yellow arrow points from a yellow box at the bottom of the form to the 'Create' button. The yellow box at the bottom contains the text:

3. Attach photo > select "Create"

The bottom of the form has a blue bar with a camera icon (highlighted with a yellow box) and a 'More' button.

Issue Management

How to export an Issue Notice

Go to BIM360 Safari (web version) > Field Management > "Issues" > Select the Issue

ID	Type	Sub-type	Title	Location	Assign	Linked document
8	Design	Design	Training issue	-	Robert Brown	DFW Internati... -
7	Design	Design	Training	-	Breanna Brown	VRX - CD 001
6	Design	Design	Test	-	-	- -
5	Design	Design	Activity #2	-	-	- -
4	Observation	Observation	Bad pour	-	Robert Brown	DFW Internati... - CD 001
1	Observation	Observation	Activity #2	-	-	- -

Showing 1 - 6 of 6

1 of 1

How to export an Issue Notice



Issue Management

How to export an Issue Notice

The screenshot shows the Outlook interface on an iPad. On the left, the 'Inbox' is visible with two tabs: 'Focused' and 'Other'. The 'Other' tab is selected and highlighted with a yellow box. Below the tabs, an email from 'Autodesk BIM 360 Reports' is listed, also highlighted with a yellow box. A yellow arrow points from this email to a yellow text box that reads: 'Open Outlook on iPad > “Other” inbox > select email with report > “Download report”'. Another yellow arrow points from this text box to a blue button labeled 'Download report' within the email's content area. The email content shows 'Project: 0000 Project (Training) Template' and 'Report Title: Issue #8: Training issue'. At the bottom of the screen, the date 'SEPTEMBER 2020' and the day '19' are visible.

Inbox

Focused Other Filter

AB Autodesk BIM 360 Re... 4:51 PM
0000 Project (Training) Template...
Caution: This email originated outside of DFW Airport. Do not c...

Open Outlook on iPad >
“Other” inbox > select
email with report >
“Download report”

0000 Project (Training) Template BIM 360 Issue #8: Training issue

AB Autodesk BIM 360 Reports 4:51 PM
To You

Caution: This email originated outside of DFW Airport. Do not click links or open attachments unless you recognize the sender and know the contents are safe. Report this email to phishing@dfwairport.com, if you believe it is suspicious.

Project: 0000 Project (Training) Template
Report Title: Issue #8: Training issue

Download report

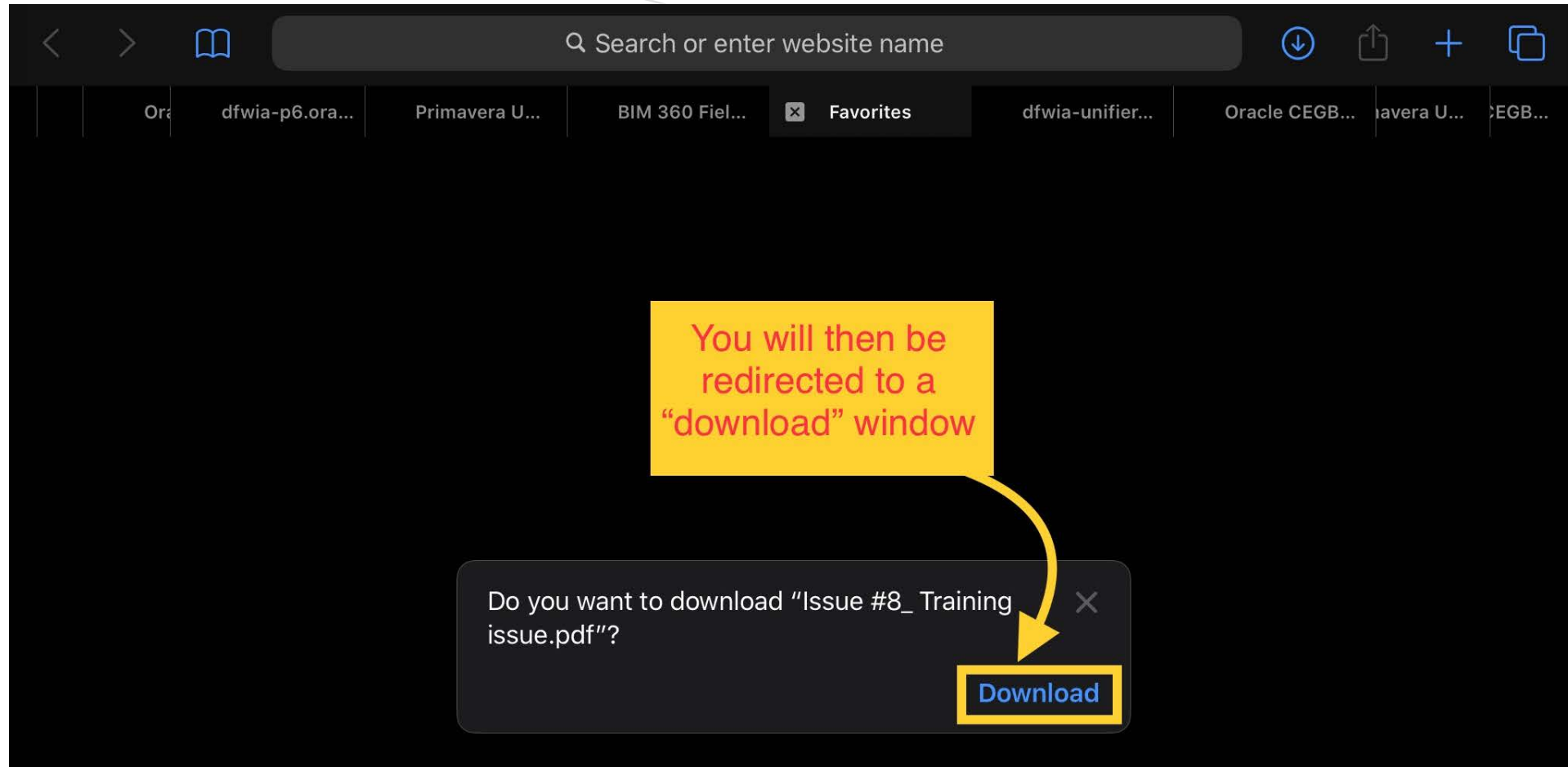
Add [Autodesk BIM 360](#) to your address book to ensure you receive emails. For more information, visit [BIM 360 Help](#).

Reply

SEPTEMBER 2020 19

Issue Management

How to export an Issue Notice



Issue Management

How to export an Issue Notice

The screenshot shows the BIM360 Field Management web application. The browser address bar is 'field.b360.autodesk.com'. The page has a dark blue header with 'Field Management' and tabs for 'CHECKLISTS', 'ISSUES' (selected), and 'DAILY LOGS'. Below the header, there's a search bar and a 'Filtering' button. A table of issues is displayed with columns: ID, Type, Sub-type, Title, Company, Due date, and Linked document. A yellow callout box points to the 'Download' icon in the browser's top right corner. Another yellow callout box points to the 'Issue #8_ Training issue' in the download menu that appears. A third yellow callout box points to the 'Issue #8_ Training issue' in the table.

Again, redirected to BIM360 Field Management > select the download icon > select report from drop down

ID	Type	Sub-type	Title	Company	Due date	Linked document
8	Design	Design	Train	DFW Internati...	-	-
7	Design	Design	Train	VRX	-	CD 001
6	Design	Design	Test	-	-	-
5	Design	Design	Activity #2	-	-	-
4	Observation	Observation	Bad pour	Robert Brown	DFW Internati...	CD 001
1	Observation	Observation	Activity #2	-	-	-

Issue Management

How to export an Issue Notice

The screenshot shows the iPad interface for 'Issue #8_Training issue'. The top bar includes a 'Done' button and the issue title. The main content area displays '0000 Project (Training) Template' and 'ISSUE DETAIL' for '#8 Training issue'. A yellow box highlights the 'OPEN' button. A yellow callout box with red text says: 'Select the export icon > "Save to Files" > select file location "on my iPad"'. The export menu is open, showing options like AirDrop, Mail, Outlook, Teams, Copy, Print, Sign with DocuSign, Import to Acrobat, Save to Files (highlighted with a yellow box), Add Tags, and Edit Actions... The bottom status bar shows the date 'Aug 18, 2020 at 9:54:11 AM' and the location '2400 Aviation Drive'.

Done Issue #8_Training issue

0000 Project (Training) Template

ISSUE DETAIL

#8 Training issue

OPEN

Select the export icon
> "Save to Files" >
select file location "on
my iPad"

Type / Subtype Design / Design

Location

Root Cause Coordination > Design Deficiency

Checklist Source QA Inspection Daily Report

Reference Drawing

Creator Breanna Brown VRX

Issue Owner Breanna Brown VRX

Assignee Robert Brown DFW International Airport

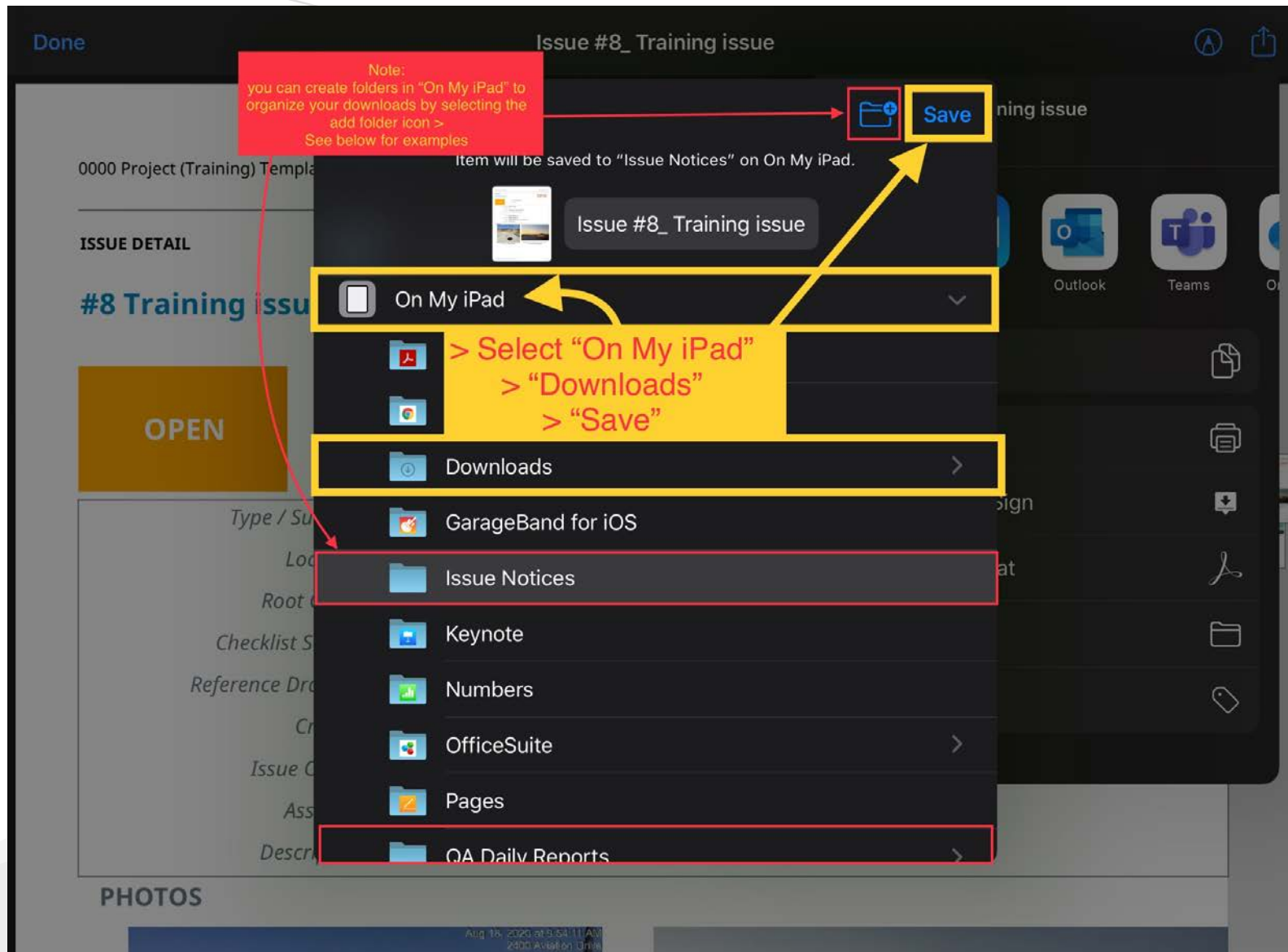
Description Training issue

PHOTOS

Aug 18, 2020 at 9:54:11 AM
2400 Aviation Drive

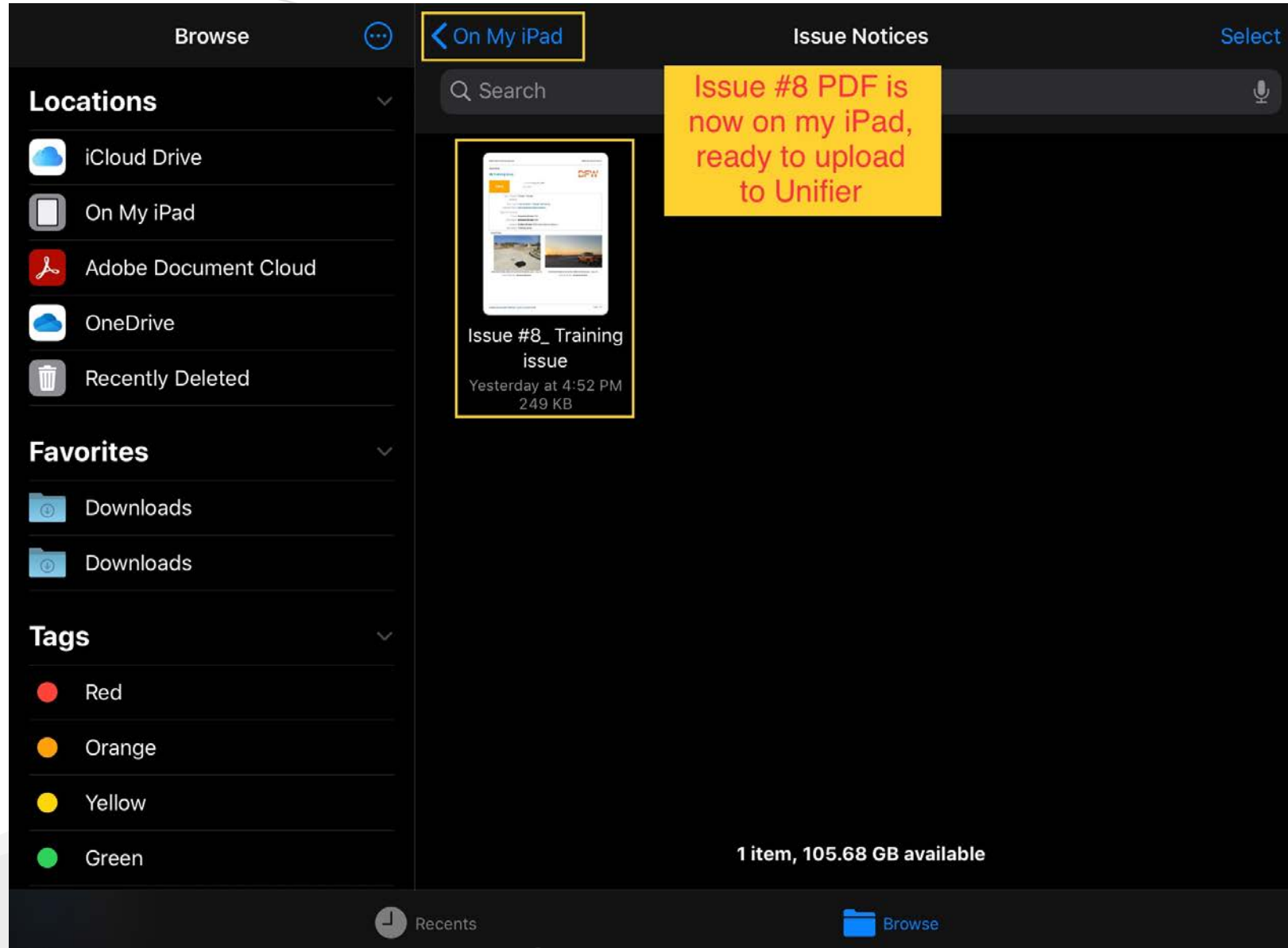
Issue Management

How to export an Issue Notice



Issue Management

How to export an Issue Notice



Issue Management

How to export an Issue Notice

The screenshot displays the Primavera Unifier web application interface. The browser address bar shows the URL `dfwia-unifier.oracleindustry.com`. The application header includes the Oracle Primavera Unifier logo and the user name Breanna Brown. The left sidebar contains a navigation menu with various project management tools. The main content area is titled "Issue Notice" and features a toolbar with buttons for "Create", "Actions", "View", and "All Records". Below the toolbar is a table with columns for "Record Number", "Issue Notice Title", "Delivery Order Reference", "Delivery Order Title", and "Construction Contract Reference".

Navigation Menu (Left Sidebar):

- Replace East Airfiel...
- Alerts
- uMail
- Collaboration
- Information
- Document Control
 - Document Submittal
- Correspondence
- Contract Managem...
- Project Management
- Construction Mana...**
 - Contractor Daily R...
 - Requests For Infor...
 - Material Testing
 - Issue Notice**
- Reports

Issue Notice Interface:

DFW > DCC > Civil > Replace East Ai...

Issue Notice

Toolbar: + Create | Actions | View | All Records | [Icons: Delete, Refresh, Print, Search, Help]

Record Number	Issue Notice Title	Delivery Order Reference	Delivery Order Title	Construction Contract Reference
---------------	--------------------	--------------------------	----------------------	---------------------------------

Issue Management

<

>

AA

dfwia-unifier.oracleindustry.com

+

dfwia-unifier.orac...dfwia-unifier.orac...Project No. AFD-120Primavera UnifierProject No. TER-042BIM 360 Field Man...

Create New Issue Notice

Send Save

Details

Issue Notice Title *

Training Issue

Creation Date

Status

Delivery Order / Construction Contract Information

Delivery Order Reference ?

Type a Delivery Order ...

Delivery Order Title

Consultant Name

Construction Contract Reference

9500601

Construction Contract Title

Skylink Ramp Level Security/Emer

Contractor Name

Skye Building Services, LLC

Issue Information

Issue Occurrence Date *

08/18/2020

Autodesk Record No. *

8

Issue Description *

Describe the issue. Copy/paste BIM360 report

Inspector Comments

Issue Type Category *

Observation

Issue Type *

Quality

Root Cause Category *

Quality

Root Cause *

Installation

Attachments

Comments

Linked Records

Linked Mail

Unpublished Attachments

	Name		Title
	<input checked="" type="checkbox"/>	ODA20FA9-3A16-4C87-...	
	<input checked="" type="checkbox"/>	DE901D05-6669-457F-8...	
	<input checked="" type="checkbox"/>	Issue #8_ Training issue....	

Total: 3

Issue Management

The screenshot displays the BIM360 Issues management interface. On the left, a list of issues is shown, with Issue #8 highlighted. A yellow box around Issue #8 contains the text: "Note: The Inspector closes the issue in BIM360". To the right, the details for Issue #8 are shown. A yellow box around the status dropdown menu contains the text: "> Select the issue that was uploaded into unifier", "> Select 'Open'", and "> Select 'Closed'". The status dropdown menu is open, showing options: Open (selected), Answered, Closed (with the subtext "Approve and close"), and Void. A yellow arrow points from the "Closed" option in the dropdown menu to the "Open" button in the top right corner of the issue details view.

Issues
0000 Project (Training) Template

Search by # or issue text fields

#8 Training issue
To Robert Brown (DF...International Airport)
OPEN

#7 Training
To Robert Brown (DF...International Airport)
OPEN

#6
To Robert Brown (DF...International Airport)
OPEN

#5 Activity #2
Unassigned
OPEN

#4 Bad pour
To Robert Brown (DF...International Airport)
OPEN

#3 Bad pour
To Breanna Brown (VRX)
CLOSED

#2 Wrong dist
Unassigned
Filters

Issue #8
Details

Training issue
Training issue

Type

Location
Unspecified

Location details
Enter text

Owner
Breanna Brown

Open
Answered
Closed Approve and close
Void

Open

> Select the issue that was uploaded into unifier
> Select "Open"
> Select "Closed"

Note: The Inspector closes the issue in BIM360

Documents Issues Checklists Sync Daily Logs More

Issue Management

The screenshot displays the BIM360 Issue Management interface. On the left, a list of issues is shown, including #8 Training issue (CLOSED), #7 Training (OPEN), #6 Test (OPEN), #5 Activity #2 (OPEN), #4 Bad pour (OPEN), #3 Bad pour (CLOSED), and #2 Wrong dist (Filters). The right panel shows the details for Issue #8, which is marked as CLOSED. A yellow callout box with an arrow pointing to the 'CLOSED' status contains the text: "The issue is now closed in BIM360 > all communication is handled within Unifier". The details view includes tabs for Details and Activity, a title "Training issue", a gallery of five images, and fields for Due Date (Unscheduled), Location (Unspecified), Location details (Enter text), and Owner (Breanna Brown). The bottom navigation bar includes icons for Documents, Issues, Checklists, Sync, Daily Logs, and More.

Issues
0000 Project (Training) Template

Search by # or issue text fields

- #8 Training issue
To Robert Brown (DFW International Airport)
CLOSED
- #7 Training
To Robert Brown (DFW International Airport)
OPEN
- #6 Test
Unassigned
OPEN
- #5 Activity #2
Unassigned
OPEN
- #4 Bad pour
To Robert Brown (DFW International Airport)
OPEN
- #3 Bad pour
To Breanna Brown (VRX)
CLOSED
- #2 Wrong dist
Unassigned
Filters

Issue #8 **CLOSED**

Details Activity

Training issue

Training issue

The issue is now closed in BIM360 > all communication is handled within Unifier

Due Date
Unscheduled

Location
Unspecified

Location details
Enter text

Owner
Breanna Brown

Documents Issues Checklists Sync Daily Logs More

Issue Management

How to create an issue

Documents

0000 Project (Training) Template

Plans Project Files

Documents

Sort by ▾

CD 001
DEMOLITION PL...IN TO STA 119+50

1.
Create a plan specific
issue > Select
"Documents" > Select
plan sheet

Documents Issues Checklists Sync Daily Logs More

Issue Management

How to create an issue

CD 001

2. Select "Issue"

Legend:

- REMOVE CONC CURB/CURB & GUTTER
- REMOVE CONCRETE PAVEMENT
- REMOVE ASPHALT CONCRETE PAVEMENT

GENERAL NOTES:

- EXISTING UTILITIES ARE SHOWN AT APPROXIMATE LOCATION. CONTRACTOR SHALL FIELD LOCATE ALL EXISTING UTILITIES AND COORDINATE WITH THE UTILITY OWNERS FOR ANY CONFLICT PRIOR TO BEGINNING DEMOLITION WORK.
- CONTRACTOR SHALL PROTECT ALL EXISTING FEATURES INCLUDING BUT NOT LIMITED TO: SIGNS, TREES, PLANTS, LANDSCAPING FEATURES, UTILITIES, IRRIGATION, STRUCTURES, AND ETC. UNLESS THEY ARE SHOWN TO BE REMOVED AND/OR RELOCATED IN PLANS, ANY DAMAGE TO THE EXISTING FEATURES SHALL BE RESTORED TO PRE-CONSTRUCTION CONDITION AT NO COST TO DFW AIRPORT.
- REMOVAL OF CONCRETE GUTTER THROUGH DRIVEWAYS WILL NOT BE PAID SEPARATELY BUT WILL BE CONSIDERED AS SUBSIDIARY TO REMOVAL OF DRIVEWAYS.
- CURB REMOVAL WHERE CONCRETE PAVEMENT IS BEING REMOVED WILL NOT BE PAID SEPARATELY BUT WILL BE INCIDENTAL TO CONCRETE PAVEMENT REMOVAL.
- CONTRACTOR SHALL TAKE CARE IN DEMOLITION OF EXISTING PAVEMENT AS TO NOT DAMAGE ANY ADJACENT PAVEMENT SCHEDULED TO REMAIN. ANY DAMAGE WILL BE CORRECTED AT CONTRACTOR'S OWN EXPENSE.
- CONTRACTOR SHALL COORDINATE REMOVAL WORK W/ ADJACENT PROJECTS PRIOR TO BEGINNING CONSTRUCTION.

NOTES:

- UNLESS OTHERWISE SHOWN IN THE PLANS TO BE REMOVED, CONTRACTOR SHALL PROTECT EXISTING BOLLARDS AND REPLACE ANY DAMAGED ONES AT NO COST TO DFW AIRPORT.
- CONTRACTOR SHALL COORDINATE CONSTRUCTION IN FRONT OF ADA GATE ENTRANCE WITH SECURITY SERVICES.
- CONTRACTOR SHALL COORDINATE THE REMOVAL WORK WITH ALL STAKEHOLDERS TO MAINTAIN ACCESS.

MARKUP

Issue

DFW INTERNATIONAL AIRPORT
3003 C. SERVICE ROAD

ATKINS

REHABILITATE LANDSIDE ROADWAYS, PHASE 4A
REPAIR FROM N. EMPLOYEE RD. TO ADA GATE

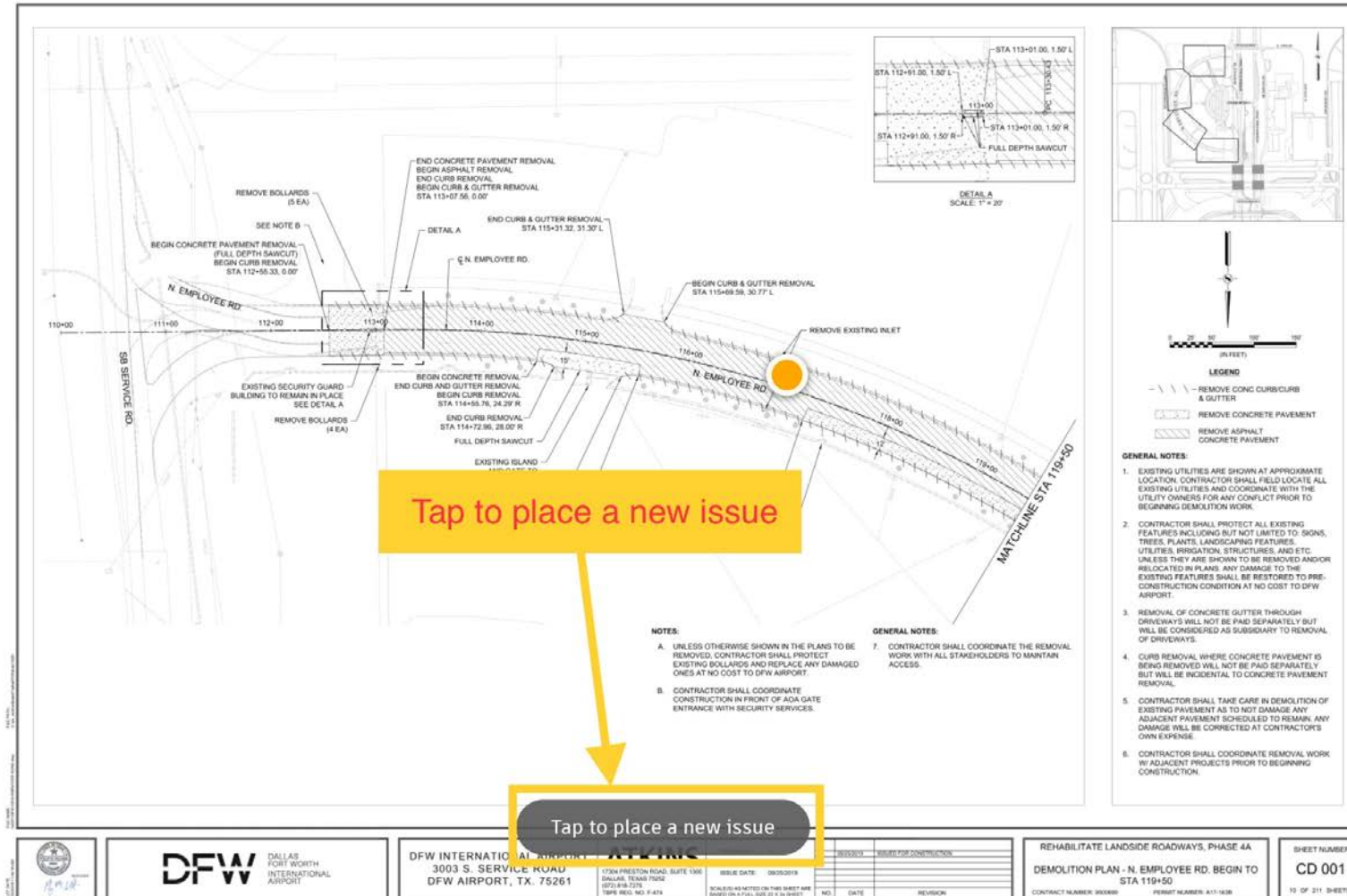
SHEET NUMBER
CD 001

Measure

How to create an issue

Cancel

CD 001



Issue Management

How to create an issue

✕

CD 001

REMOVE BOLLARDS (5 EA)

SEE NOTE B

PAVEMENT REMOVAL (ULL DEPTH SAWCUT) BEGIN CURB REMOVAL STA 112+55.33, 0.00'

END CONCRETE PAVEMENT REMOVAL BEGIN ASPHALT REMOVAL END CURB REMOVAL BEGIN CURB & GUTTER REMOVAL STA 113+07.56, 0.00'

END CURB & GUTTER REMOVAL STA 115+31.32, 31.30' L

DETAIL A

CL N. EMPLOYEE RD.

112+00 113+00 114+00 115+00

EXISTING SECURITY GUARD BUILDING TO REMAIN IN PLACE SEE DETAIL A

REMOVE BOLLARDS (4 EA)

BEGIN CONCRETE REMOVAL END CURB AND GUTTER REMOVAL BEGIN CURB REMOVAL STA 114+55.76, 24.29' R

END CURB REMOVAL STA 114+72.96, 28.00' R

FULL DEPTH SAWCUT

EXISTING ISLAND AND GATE TO REMAIN IN PLACE

BEGIN CURB REMOVAL STA 115+39.38, 28.00' R

END CONCRETE REMOVAL END CURB REMOVAL




✕ Issue #7 OPEN ▾

Details

Activity

Training

Add description



Type

Design

Assigned to

Robert Brown (DFW International Airport)

Due Date

Unscheduled


Location

Unspecified


Location details


Enter text


Linked Document


CD 001 

Owner

 Markup

 Issue

 RFI

 Measure

Issue Management

How to create an issue

Go to BIM360 Safari(web version) > Field Management > “Issues” > Select the Issue

AUTODESK BIM 360 DFW International Airport > 0000 Project (Training) Template

Field Management CHECKLISTS ISSUES DAILY LOGS

Issues Templates

Filtering is on

ID	Type	Sub-type	Title	Location	Assignee	Linked documents
8	Design	Design	Training issue	-	Robert Brown	DFW Internati... -
7	Design	Design	Training	-	Breanna Brown	VRX - CD 001
6	Design	Design	Test	-	-	- -
5	Design	Design	Activity #2	-	-	- -
4	Observation	Observation	Bad pour	-	Robert Brown	DFW Internati... - CD 001
1	Observation	Observation	Activity #2	-	-	- -

Showing 1 - 6 of 6

1 of 1

Issue Management

How to create an issue

Double check the information and photo attached > Select export icon

Issue #8

DETAILS | ATTACHMENTS | ACTIVITY

Training issue ✓

Created by Breanna Brown (VRX) on Aug 19, 2020

Assigned to
Robert Brown ✓

Due Date
Unspecified ✓

Location
Unspecified ✓

Location Details
Unspecified ✓

Linked document
Unspecified

Description
Training issue ✓

Response

Type
Design ✓

Owner
Breanna Brown ✓

Root Cause
Design Deficiency ✓

EXPORT (icon)

Double check the information and photo attached > select export icon

Issue Management

How to create an issue

POP-UP: “preparing to download” then “emailed to you when ready”

The screenshot shows the Autodesk BIM 360 Field Manager web application. The browser address bar displays 'field.b360.autodesk.com'. The interface includes a sidebar with 'Issues' and 'Templates' tabs, and a main content area for 'Issue #8'. The issue is titled 'Training issue' and was created by Breanna Brown (VRX) on Aug 19, 2020. It is assigned to Robert Brown. The 'Due Date' is 'Unspecified', and the 'Location' is also 'Unspecified'. The 'Owner' is Breanna Brown, and the 'Root Cause' is 'Design Deficiency'. The 'Linked document' is 'Unspecified'. The 'Description' is 'Training issue'. The 'Response' field is empty. Two pop-up notifications are visible: 'Preparing to download 8_Training issue_08-19-20.pdf' and 'Issue #8 PDF report will be emailed to you when ready'. A yellow callout box with red text says 'Preparing to download "issue" > check email for pdf issue'.

Preparing to download
8_Training issue_08-19-20.pdf

Issue #8 PDF report will be
emailed to you when ready

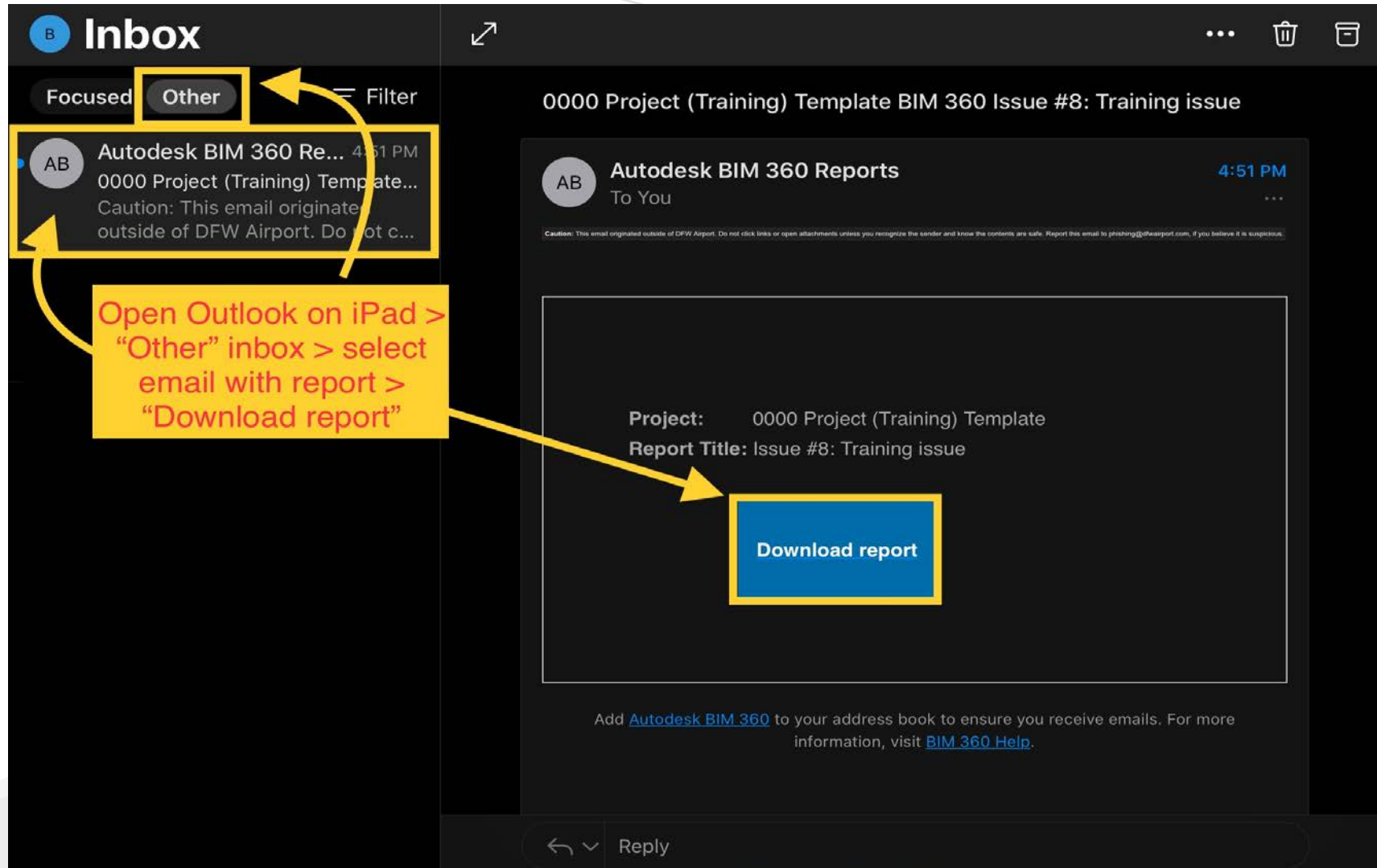
Preparing to download
"issue" > check email
for pdf issue

SEPTEMBER 2020

Issue Management

How to export an issue as PDF

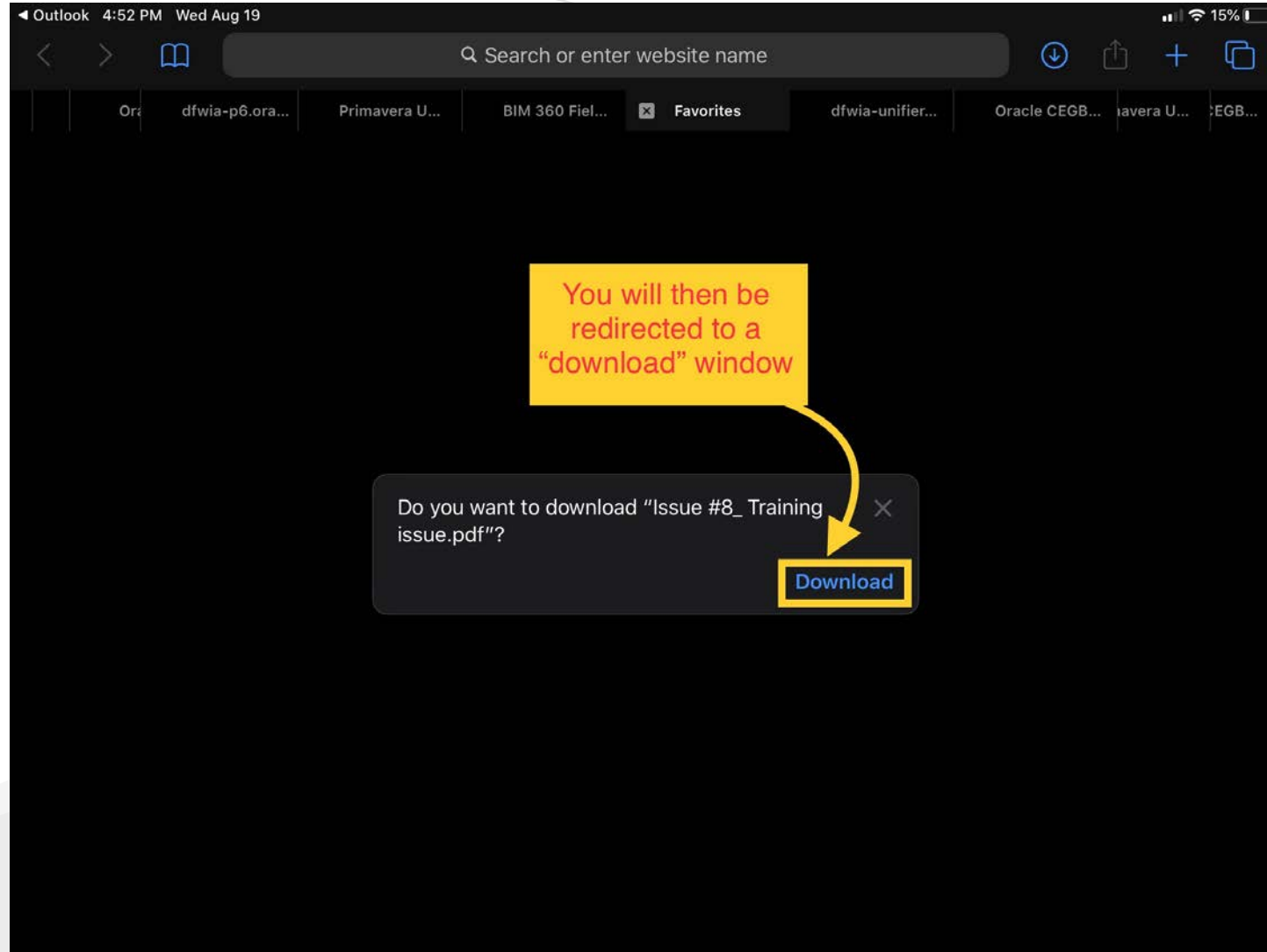
Open Outlook on iPad > “Other” inbox > select the email with report > “Download Report”



Issue Management

How to export an issue as PDF

Redirected to a pop-up > select “Download”



Issue Management

How to export an issue as PDF

Again, you will be redirected to BIM360 Field Management > Select the download icon > Select the report from the drop down

Again, redirected to BIM360 Field Management > select the download icon > select report from drop down

ID	Type	Sub-type	Title	Company	Due date	Linked documents
8	Design	Design	Train	DFW Internati...	-	-
7	Design	Design	Train	VRX	-	CD 001
6	Design	Design	Test	-	-	-
5	Design	Design	Activity #2	-	-	-
4	Observation	Observation	Bad pour	Robert Brown	DFW Internati...	CD 001
1	Observation	Observation	Activity #2	-	-	-

Issue Management

How to export an issue as PDF

>Redirected to the report > select the export icon > Select "Save to Files" on the export drop down > Select "On My iPad" > After selecting the location > Save

Issue #8_ Training issue

0000 Project (Training) Template

ISSUE DETAIL

#8 Training issue

OPEN

Select the export icon
> "Save to Files" >
select file location "on
my iPad"

Type / Subtype Design / Design

Location

Root Cause Coordination > Design Deficiency

Checklist Source [QA Inspection Daily Report](#)

Reference Drawing

Creator **Breanna Brown VRX**

Issue Owner **Breanna Brown VRX**

Assignee **Robert Brown** DFW International Airport

Description Training issue

PHOTOS

Aug 18, 2020 at 3:54:11 AM
2320 Aviation Drive
Dallas, Texas 75261

Note: you can create folders in "On My iPad" to organize your downloads by selecting the add folder icon > See below for examples

Item will be saved to "Issue Notices" on On My iPad.

Issue #8_ Training issue

On My iPad

> Select "On My iPad"
> "Downloads"
> "Save"

Downloads

GarageBand for iOS

Issue Notices

Keynote

Numbers

OfficeSuite

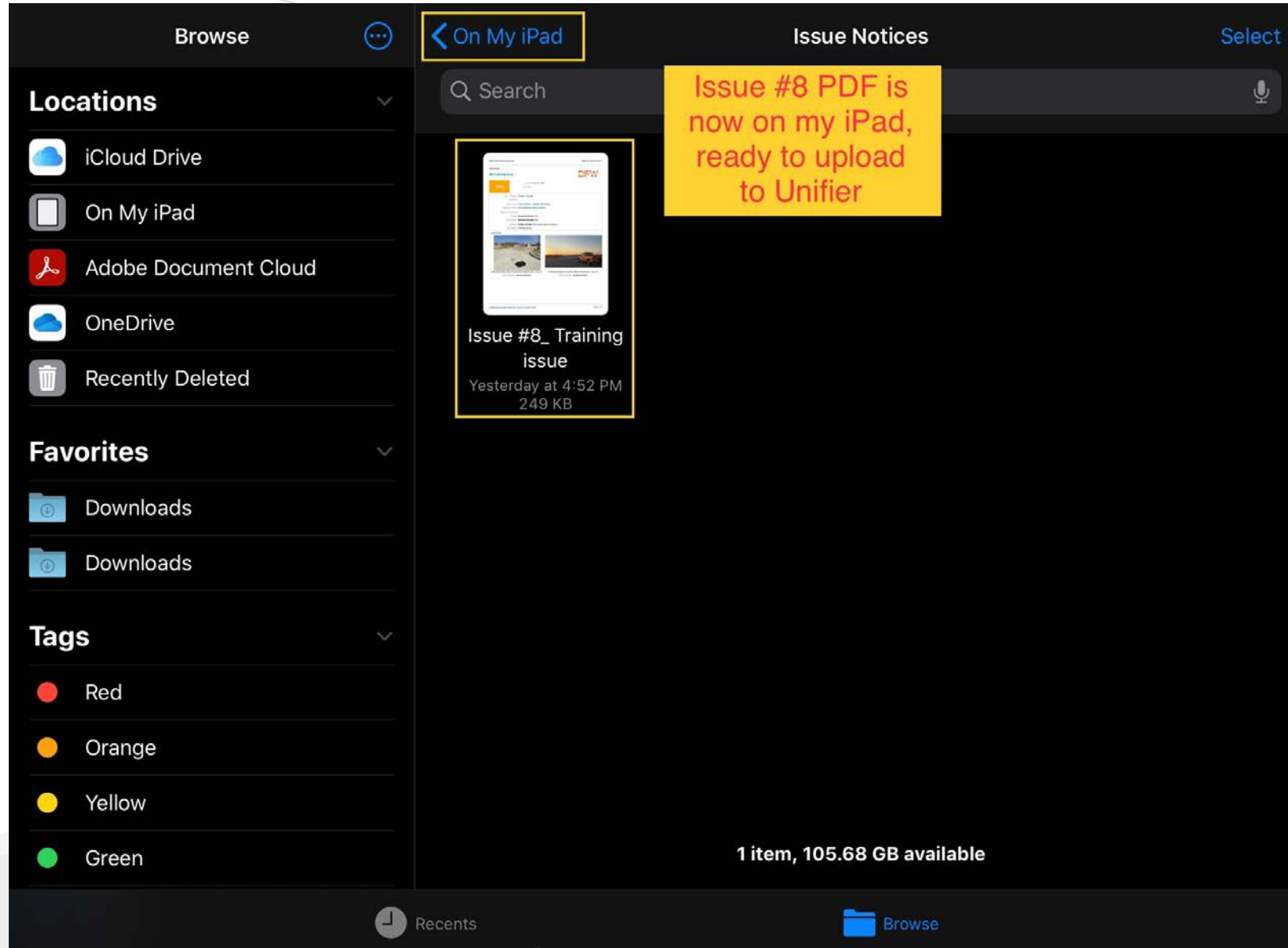
Pages

QA Daily Reports

DFW

Issue Management

How to export an Issue Notice



Issue Management

How to export an Issue Notice

The screenshot displays the Primavera Unifier web application interface. The browser address bar shows the URL `dfwia-unifier.oracleindustry.com`. The application header includes the Oracle Primavera Unifier logo and the user name Breanna Brown. The left sidebar contains a navigation menu with the following items: Replace East Airfiel..., Alerts, uMail, Collaboration, Information, Document Control, Document Submittal, Correspondence, Contract Managem..., Project Management, Construction Mana..., Contractor Daily R..., Requests For Infor..., Material Testing, Issue Notice, and Reports. The 'Issue Notice' item is highlighted with a yellow box. The main content area is titled 'Issue Notice' and features a toolbar with buttons for '+ Create', 'Actions', 'View', 'All Records', and several icons for deleting, refreshing, printing, searching, and help. Below the toolbar is a table with the following columns: Record Number, Issue Notice Title, Delivery Order Reference, Delivery Order Title, and Construction Contract Reference. The table is currently empty.

dfwia-unifier.oracleindustry.com/cloud/p/portal

Primavera Unifier

BIM 360 Field Management

ORACLE Primavera Unifier

Replace East Airfiel... Alerts uMail Collaboration Information Document Control Document Submittal Correspondence Contract Managem... Project Management Construction Mana... Contractor Daily R... Requests For Infor... Material Testing Issue Notice Reports

DFW > DCC > Civil > Replace East Ai...

Issue Notice

+ Create Actions View All Records

Record Number Issue Notice Title Delivery Order Reference Delivery Order Title Construction Contract Reference

Issue Management

<

>

AA

dfwia-unifier.oracleindustry.com

+

dfwia-unifier.orac...dfwia-unifier.orac...Project No. AFD-120Primavera UnifierProject No. TER-042BIM 360 Field Man...

Create New Issue Notice

Send Save

Details

Issue Notice Title *

Training Issue

Creation Date

Status

Delivery Order / Construction Contract Information

Delivery Order Reference ?

Type a Delivery Order ...

Delivery Order Title

Consultant Name

Construction Contract Reference

9500601

Construction Contract Title

Skylink Ramp Level Security/Emer

Contractor Name

Skye Building Services, LLC

Issue Information

Issue Occurrence Date *

08/18/2020

Autodesk Record No. *

8

Issue Description *

Describe the issue. Copy/paste BIM360 report

Inspector Comments

Issue Type Category *

Observation

Issue Type *

Quality

Root Cause Category *

Quality

Root Cause *

Installation

Attachments

Comments

Linked Records

Linked Mail

Unpublished Attachments

	Name		Title
	<input checked="" type="checkbox"/>	ODA20FA9-3A16-4C87-...	
	<input checked="" type="checkbox"/>	DE901D05-6669-457F-8...	
	<input checked="" type="checkbox"/>	Issue #8_ Training issue....	

Total: 3

Issue Management

The screenshot displays the BIM360 Issues management interface. On the left, a list of issues is shown, with Issue #8 highlighted. A yellow box around Issue #8 contains the text: "Note: The Inspector closes the issue in BIM360". To the right, the details for Issue #8 are shown. A yellow box around the status dropdown menu contains the text: "> Select the issue that was uploaded into unifier", "> Select 'Open'", and "> Select 'Closed'". The status dropdown menu is open, showing options: Open (selected), Answered, Closed (highlighted with a yellow box and the text "Approve and close"), and Void. The issue details include a title "Training issue", a description "Training issue", a location "Unspecified", and an owner "Breanna Brown".

Issues
0000 Project (Training) Template

Search by # or issue text fields

#8 Training issue
To Robert Brown (DF...International Airport)
OPEN

#7 Training
To Robert Brown (DF...International Airport)
OPEN

#6
To Robert Brown (DF...International Airport)
OPEN

#5 Activity #2
Unassigned
OPEN

#4 Bad pour
To Robert Brown (DF...International Airport)
OPEN

#3 Bad pour
To Breanna Brown (VRX)
CLOSED

#2 Wrong dist
Unassigned
Filters

Issue #8
Details

Training issue
Training issue

Type

Location
Unspecified

Location details
Enter text

Owner
Breanna Brown

Open
Answered
Closed Approve and close
Void

Documents Issues Checklists Sync Daily Logs More

Issue Management

The screenshot displays the BIM360 Issues Management interface. On the left, a list of issues is shown, including #8 Training issue (CLOSED), #7 Training (OPEN), #6 Test (OPEN), #5 Activity #2 (OPEN), #4 Bad pour (OPEN), #3 Bad pour (CLOSED), and #2 Wrong dist (Unassigned). A 'Filters' button is located at the bottom of the list. The right panel shows the details for Issue #8, which is marked as 'CLOSED'. A yellow callout box with an arrow pointing to the 'CLOSED' status contains the text: 'The issue is now closed in BIM360 > all communication is handled within Unifier'. The details panel includes sections for 'Training issue' with a gallery of images, 'Due Date' (Unscheduled), 'Location' (Unspecified), 'Location details' (Enter text), and 'Owner' (Breanna Brown). The bottom navigation bar includes icons for Documents, Issues, Checklists, Sync, Daily Logs, and More.

Issues
0000 Project (Training) Template

Search by # or issue text fields

- #8 Training issue
To Robert Brown (DFW International Airport)
CLOSED
- #7 Training
To Robert Brown (DFW International Airport)
OPEN
- #6 Test
Unassigned
OPEN
- #5 Activity #2
Unassigned
OPEN
- #4 Bad pour
To Robert Brown (DFW International Airport)
OPEN
- #3 Bad pour
To Breanna Brown (VRX)
CLOSED
- #2 Wrong dist
Unassigned
Filters

Issue #8 **CLOSED**

Details **Activity**

Training issue

Training issue

The issue is now closed in BIM360 > all communication is handled within Unifier

Due Date
Unscheduled

Location
Unspecified

Location details
Enter text

Owner
Breanna Brown

Documents Issues Checklists Sync Daily Logs More

Issue Notice

Location: DFW > Program > DCC > Project > Construction Management

Purpose

This BP is initiated by the QA Team to provide notification to the CM Team and tracks the status of any project issues.

Users

Inspectors, CM Team, Consultant, Contractor

Notes

Suggested record title:

This replaces the current Non-Conformance Report BP.


Issue Type Category & Root Cause Category must be selected before Issue Type and Root Cause.

1	Issue Type Category * <div>Select</div>	2	Issue Type * <div>Select</div>
1	Root Cause Category * <div>Select</div>	2	Root Cause * <div>Select</div>

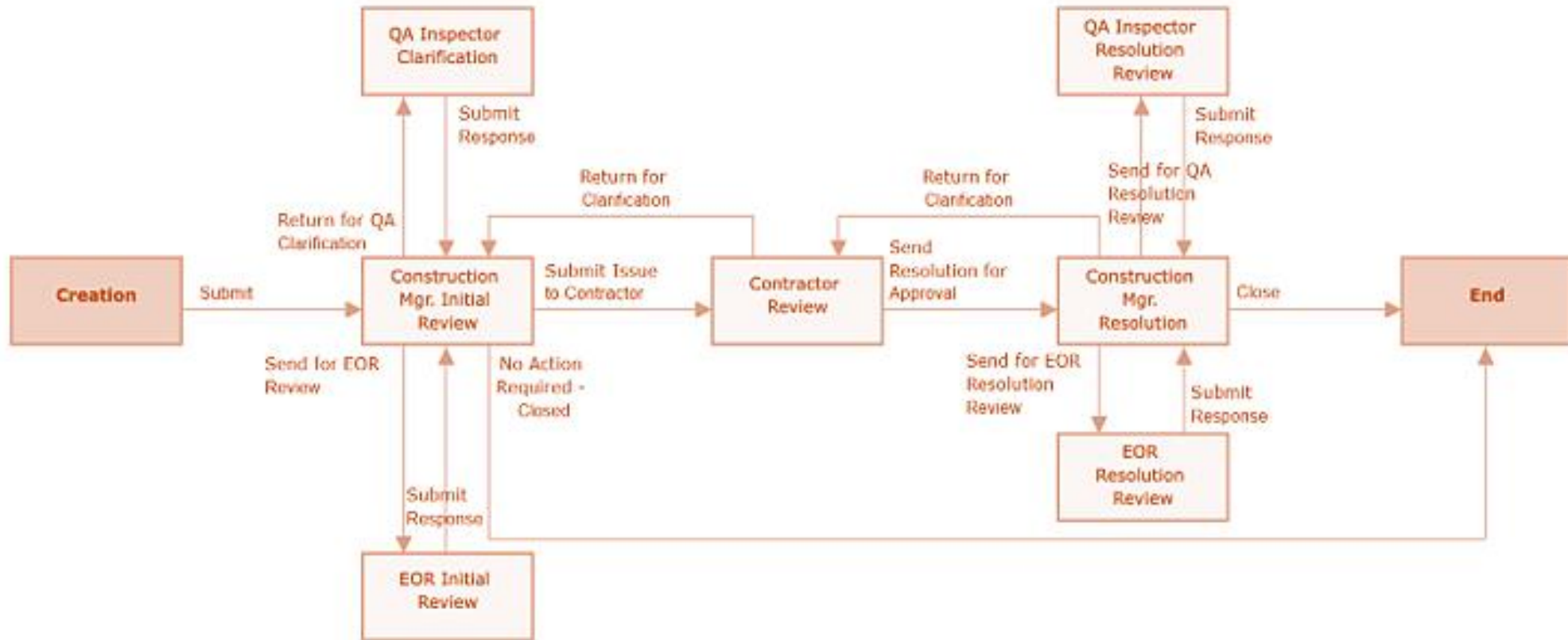
If “Photos Included” is applicable/checked – add attachments.

☒ Photos Included

Attachments



Issue Notice



Workflow Notes: QA Inspector & EOR Review & Resolution Review optional

Auto cc: Creator, Contractor & PM Team at End step

DFW Airport System QUALITY CONTROL PROGRAM

QUALITY DEFICIENCY REPORT

Project Name: <div style="text-align: center;">(1)</div>		Project Number: <div style="text-align: center;">(2)</div>	
(3) Deficiency No:	(4) (Sub)Contractor / Supplier:	(5) Originator & Organization:	(6) Date:
(CONTRACTOR) (7) Deficiency Subject and Summary:			
Specification Section	(8)	Line Item #	(9)
(10) Quantity			
(11) (CONTRACTOR) Proposed Resolution:			
(CONTRACTOR) (12) Deficiency Area: (Check One) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Concrete <input type="checkbox"/> Soils / Aggregates </div> <div> <input type="checkbox"/> Asphalt <input type="checkbox"/> Other _____ </div> </div>			
(CONTRACTOR) (13) Disposition Status: (Check One) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> REJECT <input type="checkbox"/> REWORK </div> <div> <input type="checkbox"/> REPAIR <input type="checkbox"/> USE-AS-IS </div> </div>			
(DFW CM) (14) CM Comments:			
CM Approval of Resolution:		DFW CM QA Dept. Acknowledgement of NCR:	
(15) Signature	(16) Date	(17) Signature	(18) Date
(DFW CM) (19) Quality Assurance verification that nonconforming condition has been corrected: (DFW QA Inspector)			
		(20) Construction Quality Inspector	(21) Date
DFW Quality Assurance Manager's Approval:			
(22) Print Name		(23) Signature	(24) Date
(DFW CM) (25) Document Control Number:			

Quality Deficiency Form Directions

*Reference numbers on the preceding Quality Deficiency Form marked "Example". Follow the completion directions below.

Number	Title:	Directions
1	Project Name	Enter Project Name
2	Project Number	Enter Project Number
3	Deficiency No.	Enter the Deficiency Number, also kept on Log
4	(Sub)Contractor / Supplier	Enter the name of the Contractor or their Subcontractor that has committed the Deficient condition
5	Originator & Organization	Enter the name of the Originator of the deficient condition (Can be the Owner or Contractor
6	Date	Enter Date of Deficiency Report. Format month.day.year (i.e. 09.13.2018)
7	Deficiency Summary	Summarize the deficient condition as concisely as possible
8	Specification Section	Enter the Specification that the deficient condition is in violation
9	Line Item#	Enter the Line Item number associated with the deficient condition
10	Quantity	Enter the affected quantity associated with the deficient condition
11	Proposed Resolution	Enter the proposed resolution to mitigate the deficient condition. (This can be provided by the Contractor QC)
12	Deficiency Area	Check the box associated with the discipline of the deficient condition
13	Disposition Status	Check the box associated with the disposition status of the deficient condition
14	CM Comments	Provide comments on the disposition of the deficient condition's resolution
15	CM Signature	Enter the CM signature

16	Date	Enter Date of Signature. Format month.day.year (i.e. 09.13.2018)
17	QAM Signature	Enter the QAM signature
18	Date	Enter Date of Signature. Format month.day.year (i.e. 09.13.2018)
19	Quality Assurance Verification	Provide rhetoric associated with verification that the deficient condition has been corrected
20	Construction Quality Inspector	Enter the CQI signature
21	Date	Enter Date of Signature. Format month.day.year (i.e. 09.13.2018)
22	Print Name	Print the name of the QAM
23	Signature	Provide the signature of the QAM
24	Date	Enter Date of Signature. Format month.day.year (i.e. 09.13.2018)

DFW Airport System QUALITY CONTROL PROGRAM

QUALITY DEFICIENCY REPORT

Project Name: <div style="text-align: center;">Runway 13L/32R Runway Rehabilitation</div>		Project Number: <div style="text-align: center;">OH6130.200.50.220</div>	
(3) Deficiency No: <div style="text-align: center;">2</div>	(4) (Sub)Contractor / Supplier: <div style="text-align: center;">Reyes Group</div>	(5) Originator & Organization: <div style="text-align: center;">Jim Harbaugh</div>	(6) Date: <div style="text-align: center;">09.13.2018</div>
(CONTRACTOR) (7) Deficiency Subject and Summary: The subcontractor, right way pipe, delivered a 60" RCP and during the installation a pipe joint was not driven home.			
Specification Section	P-701	Line Item #	140
Quantity	15 LF		
(11) (CONTRACTOR) Proposed Resolution: The installation will be exposed, the pipe joint will have crack sealing applied to cover joint.			
(CONTRACTOR) (12) Deficiency Area: (Check One) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Concrete <input type="checkbox"/> Soils / Aggregates </div> <div> <input type="checkbox"/> Asphalt <input checked="" type="checkbox"/> Other RCP pipe installation </div> </div>			
(CONTRACTOR) (13) Disposition Status: (Check One) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> REJECT <input checked="" type="checkbox"/> REWORK </div> <div> <input type="checkbox"/> REPAIR <input type="checkbox"/> USE-AS-IS </div> </div>			
(DFW CM) (14) CM Comments: The resolution will be acceptable as long as the CM Inspector is present during the installation. Additional training will be completed by the Contractor Quality Control MGR.			
CM Approval of Resolution: <div style="text-align: center; margin-top: 10px;"> (15) 09.13.2018 Signature Date </div>		DFW CM QA Dept. Acknowledgement of NCR: <div style="text-align: center; margin-top: 10px;"> (17) 09.14.2018 Signature Date </div>	
(DFW CM) (19) Quality Assurance verification that nonconforming condition has been corrected: (DFW QA Inspector) The contractor applied the crack sealing, QC and QA were present and observed the workmanship of the application.			
		(20) 09.20.2018 Construction Quality Inspector Date	
DFW Quality Assurance Manager's Approval: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> William G. Smith Print Name </div> <div> (23) 09.26.2018 Signature Date </div> </div>			
(DFW CM) (25) Document Control Number: <div style="text-align: center; margin-top: 5px;">OH6130.200.50.220.K.16.C_DEF2</div>			

DFW Airport System QUALITY CONTROL PROGRAM

QUALITY DEFICIENCY REPORT

Project Name: (1)		Project Number: (2)	
(3) Deficiency No:	(4) (Sub)Contractor / Supplier:	(5) Originator & Organization:	(6) Date:
(CONTRACTOR) (7) Deficiency Subject and Summary:			
Specification Section	Line Item #	Quantity	
(11) (CONTRACTOR) Proposed Resolution:			
(CONTRACTOR) (12) Deficiency Area: (Check One) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Concrete </div> <div> <input type="checkbox"/> Asphalt </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> Soils / Aggregates </div> <div> <input type="checkbox"/> Other _____ </div> </div>			
(CONTRACTOR) (13) Disposition Status: (Check One) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> REJECT </div> <div> <input type="checkbox"/> REPAIR </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <input type="checkbox"/> REWORK </div> <div> <input type="checkbox"/> USE-AS-IS </div> </div>			
(DFW CM) (14) CM Comments:			
CM Approval of Resolution:		DFW CM QA Dept. Acknowledgement of NCR:	
_____ Signature	_____ Date	_____ Signature	_____ Date
(DFW CM) (19) Quality Assurance verification that nonconforming condition has been corrected: (DFW QA Inspector) <div style="text-align: right; margin-top: 40px;"> _____ Construction Quality Inspector Date </div>			
DFW Quality Assurance Manager's Approval: <div style="text-align: right; margin-top: 40px;"> _____ Print Name Signature Date </div>			
(DFW CM) (25) Document Control Number:			

DFW Airport System

Non-Conformance Report (NCR) Form	NCR No.	(1)
--	----------------	-----

Project No. _____ **(2)** **Project Name:** _____ **(3)** **Date Inspected**_____ **(4)**

Specification Section No. _____ (5) Location _____ (6)

Contractor _____ (7)

Activity _____ (8) _____

THE CONTRACTOR IS REQUIRED TO RESPOND TO THIS NCR NO LATER THAN _____ (9)

NO PAYMENT WILL BE AUTHORIZED FOR WORK DEEMED TO BE IN NON-CONFORMANCE WITH THE CONTRACT

UNTIL SUCH TIME AS YOUR CORRECTIVE ACTIONS HAVE BEEN SUBMITTED, APPROVED AND PERFORMED.

Description of Deficiency: _____ (10)

Required Action: _____ (11)

(12)

DFW Construction Manager Representative

(13)

Date

Non-Conformance Report (NCR) Form	QDR NO.	(1)	Page 2
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Contractor Action: _____ (14)

Contractor Action to Prevent Reoccurrence: _____ (15)

_____ (16) _____ (17)

Contractor Representative **Date Corrected**

Designer/Engineer Comments: _____ (18)

_____ (19) _____ (20)

Designer/Engineer **Date**

Verified: _____ (21) _____ (22)

DFW Quality Assurance Manager **Date**

(23) ACCEPTED ☐ REJECTED ☐ USED AS IS ☐

FOR THE CONSIDERATION OF \$ _____ (24) , THIS NON-CONFORMANCE WORK WILL BE USED AS IS.

_____ (25) _____ (26)

Project Manager **Date**

Follow-Up Required: _____ (27)

Verified: _____ (28) _____ (29)

DFW Quality Assurance Manager **Date**

Document Control No.: _____ (30)

Non-Conformance Report (NCR) Form Directions

*Reference numbers on the preceding Non-Conformance Report (NCR) Form marked "Example". Follow the completion directions below.

Number	Title:	Directions
1	NCR No.	Enter the NCR number (Should be chronological per project)
2	Project No.	Enter the Project number
3	Project Name:	Enter the project name
4	Date Inspected	Enter the date item was inspected in format month.day.year (i.e. 09.13.2018)
5	Specification Section No.	Enter the Technical Specification violated
6	Location	Enter the location of the non-conforming item (Be as concise as possible / Include drawings)
7	Contractor	Enter the Contractor / Subcontractor responsible for the non-conforming condition
8	Activity	Enter the activity associated with the non-conforming condition
9	Response Time	Enter the amount of time, in days, in which the Contractor is required to respond. (Usually 2 weeks)
10	Description of Deficiency:	Describe the non-conforming condition that has taken place (Be as concise as possible)
11	Required Action:	Describe the required action expected to be implemented to resolve the non-conforming situation
12	DFW Construction Manager Representative	Enter the DFW Construction Manager signature
13	Date	Enter the date signed in format month.day.year (i.e. 09.13.2018)
14	Contractor Action:	Describe, in depth, what the Contractor has completed to correct the non-conforming condition
15	Contractor Action to Prevent Reoccurrence:	Enter the Contractor's actions that they will take to eliminate reoccurrence of this non-conforming condition
16	Contractor Representative	Enter the Contractor Quality Control Manager's signature
17	Date Corrected	Enter the date non-conforming work was corrected in format month.day.year (i.e. 09.13.2018)
18	Designer/Engineer Comments:	If required, provide the Engineer of Record's concurrence to the corrective action taken by the Contractor, if the EOR is not required, enter "N/A"
19	Designer/Engineer	Enter the EOR signature

20	Date	Enter the date signed in format month.day.year (i.e. 09.13.2018)
21	DFW Quality Assurance Manager	Enter the DFW Quality Manager signature
22	Date	Enter the date signed in format month.day.year (i.e. 09.13.2018)
23	Status Check Box	Check the appropriate box
24	Dollar Penalty Amount	Enter the amount of the anticipated cost for the correction of the non-conforming condition (use dollar assignment procedure contained in Appendix B)
25	Project Manager	Enter the Project Manager's signature
26	Date	Enter the date signed in format month.day.year (i.e. 09.13.2018)
27	Follow-Up Required:	Describe the follow up action, if needed, to ensure compliance with the Contractor's proposed action
28	DFW Quality Assurance Manager	Enter the DFW Quality Manager signature
29	Date	Enter the date signed in format month.day.year (i.e. 09.13.2018)
30	Document Control No.:	Enter the "Document Control" number for the non-conformance report (must be uniquely identified)

DFW Airport System

Non-Conformance Report (NCR) Form

NCR No.

2

Project No. 200.20 Project Name: Runway 13L/32R Rehab. Date Inspected 09.13.2018Specification Section No. P-152 Location Southeast Shoulder EmbankmentContractor Jim's Excavating, Inc.Activity Installation of embankmentTHE CONTRACTOR IS REQUIRED TO RESPOND TO THIS NCR NO LATER THAN 09.30.2018

NO PAYMENT WILL BE AUTHORIZED FOR WORK DEEMED TO BE IN NON-CONFORMANCE WITH THE CONTRACT

UNTIL SUCH TIME AS YOUR CORRECTIVE ACTIONS HAVE BEEN SUBMITTED, APPROVED AND PERFORMED.

Description of Deficiency: The contractor failed to use the proper equipment. The approved equipment is only asheepsfoot roller meeting the requirements of the P-152 Specification. The contractor failed to use the proper equipment and failedto have each lift tested in accordance with the specification.Required Action: The Contractor will remove all embankment associated with this section, reinstall and recompact.In addition, the Contractor will ensure that all QC testing is conducted and that DFW is informed so that we can witness the results.

(12)

DFW Construction Manager Representative

09.13.2018

Date

Non-Conformance Report (NCR) Form	QDR NO.	2	Page 2
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Contractor Action: Jim's has removed the questionable embankment and recompactd using the proper equipment.
All testing was witnessed and passed in accordance with the P-152 specification.

Contractor Action to Prevent Reoccurrence: The Contractor Quality Control has held an additional pre-activity meeting and
has reminded the Superintendent of the proper equipment required per the P-152 and has ensured testing plans in agreement with the
Client.

(16) _____ 09.20.2018

Contractor Representative **Date Corrected**

Designer/Engineer Comments: N/A

N/A _____ N/A

Designer/Engineer **Date**

Verified: _____ 09.20.2018

(21) _____ **Date**

DFW Quality Assurance Manager

(23) ACCEPTED ☐ REJECTED ☐ USED AS IS ☐

FOR THE CONSIDERATION OF \$ 12,000 THIS NON-CONFORMANCE WORK WILL BE USED AS IS.

(25) _____ 09.25.2018

Project Manager **Date**

Follow-Up Required: No follow up action required. The QA witnessed the installation and has been provided a copy of the
meeting minutes form the additional pre-activity meeting.

Verified: _____ 09.28.2018

(28) _____ **Date**

DFW Quality Assurance Manager

Document Control No.: OH3130.200.50.220.K.10.A 13L

DFW Airport System

Non-Conformance Report (NCR) Form	NCR No.	
--	----------------	--

Project No. _____ Project Name: _____ Date _____ Inspected _____

Specification Section No. _____ Location _____

Contractor _____

Activity _____

THE CONTRACTOR IS REQUIRED TO RESPOND TO THIS NCR NO LATER THAN

_____ NO PAYMENT WILL BE AUTHORIZED FOR

WORK DEEMED TO BE IN NON-CONFORMANCE WITH THE CONTRACT

UNTIL SUCH TIME AS YOUR CORRECTIVE ACTIONS HAVE BEEN SUBMITTED, APPROVED AND PERFORMED.

Description of Deficiency: _____

[illegible]

Required Action: _____

DFW Construction Manager Representative

Date _____

Non-Conformance Report (NCR) Form	QDR NO.		Page 2
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Contractor Action: _____

Contractor Action to Prevent Reoccurrence: _____

_____	_____
Contractor Representative	Date Corrected

Designer/Engineer Comments: _____

_____	_____
Designer/Engineer	Date

Verified: _____ <div style="text-align: center;">DFW Quality Assurance Manager</div>	_____ <div style="text-align: center;">Date</div>
---	---

ACCEPTED ☐

 REJECTED ☐

 USED AS IS ☐

FOR THE CONSIDERATION OF \$ _____, THIS NON-CONFORMANCE WORK WILL BE USED AS IS.

_____	_____
Project Manager	Date

Follow-Up Required: _____

Verified: _____ <div style="text-align: center;">DFW Quality Assurance Manager</div>	_____ <div style="text-align: center;">Date</div>
---	---

Document Control No.: _____

3.0 AIRFIELD PROTOCOLS

3.1 AOA RADIO PROTOCOLS

Contact Information

Port 102	Airfield Duty Officer
Port 110	Airfield Duty Officer Assistant for East Side
Port 111	Airfield Duty Officer Assistant for West Side
Port 120 (All)	Airfield Agents
Port 135	DFW Maintenance Officer

Airport Operations Center:	972-973-3112
Operations Port 102 Office:	972-973-3121
Operations Port 102 Mobile:	972-948-7214
Operations Port 103 Mobile:	214-649-5017
Operations Port 110 Mobile:	972-948-2557
Operations Port 111 Mobile:	972-948-5528
Operations Port 135 Office:	972-973-3405

Contact Port 102 on AOA Primary Channel for:

- Boom Clearance Approvals
- Electrical Circuit Lockout Approvals
- Utility Disruptions

Contact Port 110 / 111 on AOA Primary Channel for:

- AOA Entrance Requests
- Man on Foot, with Flagman, Pull-Back Requests
- Airfield Closure Requests
- End of Day Inspections where construction activities were performed

Contact Operations on AOA Primary Channel for:

- Vehicle Escort Requests

Contact DFW Maintenance on Maintenance Primary Channel for:

- Requesting Maintenance for Electrical Circuit Lockouts / Unlock

Call Letter Conventions**Phonetic Alphabet**

A	alpha	N	november
B	bravo	O	oscar
C	charlie	P	papa
D	delta	Q	quebec
E	echo	R	romeo
F	foxtrot	S	sierra
G	golf	T	tango
H	hotel	U	uniform
I	india	V	victor
J	juliet	W	whiskey
K	kilo	X	x-ray
L	lima	Y	yankee
M	mike	Z	zulu

3.0 AIRFIELD PROTOCOLS



Basic Protocols for Utilizing the AOA Radio

1. Listen before you transmit, especially if you have changed frequencies. Verify the frequency is clear. No radio traffic is allowed during alerts until DFW command has officially terminated the alert. The termination will be broadcast over the radio at such time.
2. Know what you want to communicate prior to beginning your transmission. Brevity is of utmost importance. Speak in your normal voice using clear, concise terms. Wait a short while if you do not receive a quick response before attempting to re-transmit.
3. References to time should be communicated in Military time.
(Example - 7:00 p.m. is 19:00)
4. Proper Aviation phraseology should be utilized.

Call Phrase	Translation
Wilco	"I will comply."
Roger	"I have received and understood your last transmission."
Affirmative	"Yes."
Negative	"No."
Acknowledge	"I received and understand your transmission."
Correction	An error within the transmission was made and corrected version follows.
Go Ahead	Proceed with your transmission. <i>This phrase is not to be used for any other purpose.</i>
Hold or Hold Position	Stay in place at current location.
Stand By	Wait for further communication.
Say Again	Repeat last radio transmission.

3.0 AIRFIELD PROTOCOLS



Entry onto the AOA: OPS Primary Channel

Example:

“111, [Your Call Sign] Requesting entry for myself and the FY-17 Pavement Rehab contractor at AOA Gate # 308, we will be working on the W/K Closure.”

Requesting Escorting from DFW Operations

Example:

Operations, [Your Call Sign] Project 473 is requesting escort for 5 vehicles from AOA Gate #308 to the taxiway W/K Closure.”

If it's a round trip escort request, inform Operations that it will be a round trip.

Requesting Boom Clearance for Equipment

Example:

“102, [Your Call Sign] The taxiway W/F Contractor is requesting a 35' boom clearance at taxiway W/K worksite. The equipment will be flagged / lighted.” **(Flagged for Dayshift / Red Light for Nightshift).**

Be prepared to inform Port 102 of exact location of boom being raised.

Example:

“The boom will be located approximately 60 feet east of the taxiway Foxtrot centerline and approx. 130 feet south of the Whiskey-Kilo Centerline, with a height of 26 for a duration of three hours “

Inform Port 102 when the boom is down, and activities are completed.

Requesting Electrical Circuit Lockouts – “Three Part Requests”

First:

Example:

“102, (Your Call Sign)..... The FY12 Pavement Rehab contractor is requesting to lockout 7 electrical circuits at the Southwest Lighting Vault.”

Second:

Example: Noted for Escort Requests

Request DFW Operations Escort from your location to the Lighting Vault for yourself and the contractor’s electrician. (Usually 2 Vehicles)

Third:

After arriving at the Lighting Vault.... Call 135 on Maintenance Primary Channel and request assistance with circuit lockouts at the vault.

Electrical Circuit Lockout – Additional Communication Protocol

After all circuits have been **locked out of service**, Inform Port 102 that all circuits are out of service.

After all circuits have been **returned to service**, Inform Port 102 that all circuits have been returned to service.

When construction activities are completed, & the contractor requests to return the circuits back in service. Request escort to the vault & Call Port 135 again on Maintenance Primary to request assistance with returning circuits to service.

Remember to switch your radio channel back to Ops Primary after conversing with Port 135 on DFW Maintenance Primary channel.

Lighting Vault Locations

There are 3 Lighting Vaults @ DFW Airport:

West Airfield:

1. SW Lighting Vault

East Airfield:

2. NE Lighting Vault
3. East Lighting Vault

3.0 AIRFIELD PROTOCOLS

3.2 MINIMUM STANDARDS FOR CONSTRUCTION AND MAINTENANCE ON THE AOA

Safety Protocols

- Verify Safety Briefings are held prior to each shift, and attendance recorded.
- Obtain Safety Briefing and AOA Checklist documentation prior to AOA entry.
- Verify the correct information was provided on daily Airfield Closure Requests prior to requesting closures through DFW Operations, to avoid delays.
- Verify FAA approved height restrictions for each area prior to requesting a boom clearance. Verify boom clearances for construction equipment and request approval from DFW Operations Port 102 prior to raising boom. Inform DFW Operations when boom operation is completed.
- Verify all lighted safety cones / PVC barricades are in place within airfield closures perimeter areas and verify that Lighted X's for runway closures are all fully operational.
- Verify electrical circuit lockouts requested by the contractor are correct for the area prior to excavations being performed. (*See Electrical Circuit Lockout procedure below and AOA Radio Protocols.*)
- Verify airfield signage / lighting obliterations are in-place and maintained per C-139 requirements.
- Verify artificial lighting is in place during nightshift activities for each work area.
- Verify escorting rally flags and amber rally safety lighting are maintained / utilized.
- Verify the location / install / maintenance of runway & taxiway placards noting specified haul routes, runway & taxiway safety areas, and runway & taxiway object free areas (OFA).
- No construction activities allowed within taxiway / taxilane OFA (pending DFW Operations' approval on a case-by-case basis.)
- Verify FOD issues within closure & adjacent areas (Aircraft Safety).
- Verify all food / lunch items are not left within work areas (Aircraft / Wildlife Safety).

Contractor Management

- Verify scheduled construction activities with prime contractor prior to entering the AOA. A prime contractor representative must accompany all subcontractors onto the airfield.
- Verify all construction activities and affected areas comply with the approved plans and specifications prior to beginning.
- Verify that the actual activities being performed conform with the scheduled/planned activities.
- Verify the contractor's QC representative is on-site for construction quality verifications throughout the workday.
- Verify the contractor's safety representative is on-site performing safety duties.
- Verify all contractor representatives have all required PPE for construction safety.

3.0 AIRFIELD PROTOCOLS

- Verify Material Submittals / RFI's / Change Order / Plan Page Redesign items.
- Verify Change Order item requirements with QC prior to official submittal to DFW Airport.

Vehicle/Equipment Protocols

- Verify all representatives entering the AOA are badged and/or properly escorted and that escorting of persons / vehicles meets required ratios.
- Verify that **NO** equipment is stored within 10 feet of AOA perimeter fencing & nothing is delivered over, under, or through an AOA perimeter fence.
- Verify all vehicles / haul trucks / equipment entering the AOA have a lighted safety beacon and/or 3' x 3' safety flagging.
- Verify all vehicles entering the AOA have company identification / logo on both sides of the vehicle.
- Verify all vehicles entering the AOA have a valid AOA access permit on both bumpers.
- Coordinate / request / verify Pull Back procedures within open taxiway safety / object free areas.
- ARFF Road traffic for emergency vehicles must be provided at all times. A temporary detour may be constructed.
- Verify all vehicles / equipment / representatives remain in designated areas.
- Request airfield escorting via DFW Operations for all vehicle movement outside of the airfield closure.
- Prior to hauling for the 1st time, document existing conditions adjacent / within work area to document possible existing damage.
- Coordinate / request / verify contractor's Flagman Protocols for open airfield areas.
- CMAE Training is required for vehicle traffic flag men / flag women.
- CMAE training is required for all contractor representatives who provide escorting via the project haul route.

Utilities

- Verify all utilities within the area are located / noted prior to excavations or demolitions (Dig-Book).
- Deactivation of existing utilities (water, power, etc.) must be coordinated.
- All excavations within 5' of existing utilities must be done by hand or vacuum extraction methods.
- If existing cables / utilities are damaged, inform Port 102 & if a cable was damaged, fill out cable cut sheet to attach to daily report.

3.0 AIRFIELD PROTOCOLS

Materials Management

- Verify materials with the approved material submittal prior to install.
- Verify QA & QC material testing firms have performed the required testing and the results comply with the project requirements / specifications.
- Verify material installations / daily quantities with the contractor's QC representative.
- Verify all soil / equipment / material stockpiles within the AOA have a perimeter encompassed by lighted safety cones and/or lighted barricades and are maintained to a specified height (maximum 3 feet, typical).
- Verify that DFW Code Enforcement has approved the area / material prior to final construction being performed.

Environmental Protocols and SWPPP

- Verify SWPPP compliance, including contractor's inspection of work areas and documentation of protection of materials on site.
- Verify all oil / grease / fluid spills are contained and / or cleaned up and notify DFW Operations of spills that have or could potentially affect soils or storm drains.
- Verify the contractor has a spill kit on-site for SWPPP issues / emergencies.
- Dust Control measures must be taken at all times.
- Keep vegetation @ 8" height maximum (mow within work area).

Electrical airfield circuit lockout procedures

1. Request lockouts via DFW Operations Port 102 (AOA Radio Channel OPS Primary). *See AOA Radio Protocols for circuit lockout procedures.*
2. Request DFW Maintenance to arrive at one of three Lighting Vaults for lockouts (AOA Radio Channel Maintenance Primary)
 - a. Three Lighting Vaults: NE, SW, E
3. Request escort for inspector / contractor's electrician to corresponding electrical lighting vault.
4. Verify airfield lighting / signage circuits are the circuits requested by the contractor to be inhibited.
5. Verify electrical megger reading for each individual electrical circuit prior to lockout.
6. Verify a lock is on each circuit switch box to prevent others from re-energizing circuit.
7. Verify S-1 switch has been removed from each circuit box to prevent re-energizing of circuit by others.
8. Sign DFW Maintenance documentation which verifies electrical circuit reading prior to lockouts.
9. Verify electrical regulator is shut down prior to exiting electrical vault.
10. Inform DFW Operations that the requested electrical circuits are inhibited.
11. Request escort for inspector / contractor electrician back to work area.
12. DFW Inspector needs to be aware of who to inform if the following issues arise:

3.0 AIRFIELD PROTOCOLS

- a. Megger reading is not satisfactory.
- b. Electrical Regulator has issues.
- c. Electrical Circuit does not have Continuity
- d. Electrical components / system damaged.

Object Free Area (OFA) and Safety Area Dimensions

- Runway OFA = 800' wide @ 400' either side of runway
- Runway Safety Area (RSA) = 500' wide @ 250' either side of runway and 1000' from end
- Taxiway OFA = 160' or 193' from Taxiway Centerline (193' for Group 6)
- Taxiway Safety Area (TSA) = 107' or 131' from Taxiway Centerline (131' for Group 6)

3.3 ATTACHMENTS

NONE

4.0 CONTRACTOR QUALITY CONTROL REQUIREMENTS

4.1 CONTRACTOR QUALITY CONTROL PROGRAM

RELATED DOCUMENTS

Contract Documents: Plans and Specifications, General Provisions, General and Special Conditions and other Division 01 Specification Sections apply to this Section.

PURPOSE AND OVERVIEW

This Section identifies the Quality Control activities to be performed during all phases of the Contract by the Contractor.

The Contractor must have in place a Quality Control Program as necessary to ensure that all materials and work are completed in compliance with Contract Documents. The Contractor is solely responsible for Quality Control and must provide the necessary QC personnel to assure that all materials, workmanship, and tests are in conformance with the Contract Documents.

Test schedules and/or testing requirements for materials used on this project are included in the Contract Documents. Laboratory and field-testing identified in the specifications **must be conducted by a Testing Agency retained by the Contractor; hereafter is referred to as the Materials Testing Agency (MTA).**

DFW or its consultant working as the airport's agent will employ a testing agency to perform Quality Assurance and/or Special Inspection Testing of material and Inspection of workmanship required. The Contractor must schedule these tests and provide access to the DFW agents' inspectors and testers to perform these tests and inspections. The performance of the tests by DFW does not relieve the Contractor of the responsibility to meet all the requirements of the Contract Documents.

4.2 CONTRACTOR SUBMITTAL REQUIREMENTS

QUALITY CONTROL PLAN

Within ten (10) days after Notice to Proceed, the Contractor must submit a project specific Quality Control Plan for review and acceptance. The Quality Control Plan must be accepted by DFW Quality Assurance Manager prior to any Work or materials being incorporated into the Project. Acceptance by DFW Quality Assurance Manager does not relieve the Contractor of its responsibility to comply with the Contract Requirements. The Contractor Quality Control Plan must include the following at a minimum:

1. **QC Monitoring Program:** A general description of Quality Control monitoring to be performed until final acceptance by DFW. Include monitoring of all activities of Work and monitoring the work site as necessary for safety, security, and protection of the work during times that no construction activity is scheduled to take place.

No work shall take place without QC staff on site.

2. **QC Manager:** An individual designated by the Contractor and approved in writing the DFW Quality Assurance Manager whose [sole] responsibility is Quality Control Management. This individual must be highly qualified in all phases of construction as it relates to this Project and must have the authority to direct work changes required to bring the Work into

4.0 CONTRACTOR QUALITY CONTROL REQUIREMENTS

conformance with Contract requirements, including stopping non-conforming work in progress. A detailed resume of the proposed Quality Control Manager including applicable education, experience, and certifications must be included in the Quality Control Plan.

3. **QC Inspection Staff:** Provide Quality Control inspection staff as needed to assist the Quality Control Manager with implementation of the Quality Control Program. Duties of the Quality Control Manager and Inspectors must be limited strictly to inspection of the ongoing work. Sampling and testing of materials must be performed by Quality Control personnel other than Quality Control Inspectors. Quality Control Inspectors must inspect only those work elements for which they are qualified. Resumes of the proposed Quality Control Inspectors including applicable education, experience, and certifications must be included in the Quality Control Plan.
4. **QC Staff Org Chart:** An Organization Chart identifying all Quality Control staff by name and function. The chart must indicate the total staff required to implement all elements of the Quality Control Program, including inspection and testing for each item of work including tests performed by the MTA. If necessary, different Quality Control staff can be utilized for specific inspection and testing functions for different items of work. The chart must show that the Quality Control Manager, Quality Control Inspectors, and Quality Control testing personnel are not production staff with clear lines of authority for Quality Control outside the production staff.
5. **Testing and Inspection Plan:** The Contractor's testing and inspection must be performed for the processing, preparation and to request DFW code inspection and as necessary to produce the required product as specified in the Contract Documents. The Contractor must meet the minimum inspection and testing frequencies specified in the contract documents. When the contract documents do not specify minimum inspection and testing frequency the Contractor must propose in writing to the DFW Quality Assurance Manager QC inspection and testing frequencies that meet or exceed industry standards for the material and work being placed or conducted.
 - Any test performed by any agency on the Project must be recorded and show a passing re-test of all failing tests.
 - All test results must be made available for inspection by the DFW Project Manager. This includes tests that are above the QC testing frequency required.
 - Any tests submitted by the Contractor for basis of acceptance, must meet all standards and must be certified to have followed approved procedure, processed in a certified lab by properly certified or licensed personnel by properly certified testers and on calibrated and certified equipment. All tests must be recorded in the field witnessed by a DFW inspector to be accepted as a record test of the material in question. Any failing tests could be the sole basis for rejecting the material.
6. QC Plan must meet each technical specification division's requirements for quality control, identifying each item requiring submittal and approval/acceptance prior to installation of work.

4.0 CONTRACTOR QUALITY CONTROL REQUIREMENTS

7. The Contractor must keep track of all logs of deficiencies and submit periodic updates, as required by the Contract Documents, of all open issues and track the closure.
8. The QC Manager must establish a deficiency list to include the following information for each item: description, date, location, drawings reference, detail reference, specification reference, superseding NCR document, date of expected solution, date repaired, date inspected by DFW representative and accepted.

QC DOCUMENTATION GUIDELINES

The Contractor must not change or alter approved submittals, procedures, specifications, drawings/MODELS, or other pertinent documentation without the DFW Project Manager's written authorization.

All records and documents that are quality related must be prepared, identified and maintained by the Contractor and must be made available to DFW upon request. Records must be protected from damage, deterioration, or loss. A copy of the records and documents must always be maintained at the Work site unless the DFW Project Manager has approved other locations in writing

The Contractor must maintain records at the actual worksite and at Contractor's office to show the inspection status of materials and items installed to ensure that the required inspections and tests have been performed per the contract documents.

The Contractor must keep a record of all deficiency issues and show positive evidence of closure (passing re-inspection or re-test) to every issue.

4.3 INSPECTIONS AND TESTS

Inspections, tests and system shut down requests, conducted by persons or agencies other than the Contractor, must not in any way relieve the Contractor of the responsibility and obligation to meet all specifications and the referenced standards.

The Contractor's designated Quality Control Representative must inspect the work and must ensure the Work complies with the Contract requirements prior to any requests for Code inspection or testing.

4.4 PHASES OF QUALITY CONTROL

PHASE 1: PREPARATORY PHASE

The Preparatory Phase occurs usually days or weeks in advance, before you begin each construction task or DFW. For this phase, the superintendent should do the following:

- Review all the requirements for the task
- Assess the current situation
- Inspect the jobsite
- Review the findings with staff, subcontractors, and the client

4.0 CONTRACTOR QUALITY CONTROL REQUIREMENTS

PHASE 2: INITIAL PHASE

The Initial Phase occurs just prior to giving the go-ahead to begin work and ensures that the task will start correctly. For this phase, the site supervisor should do the following:

- Check that all requirements for personnel, materials, and equipment are in place
- Verify that the site has passed its job-ready inspection
- Inspect the first article (after work begins) to make sure that it is appropriate to continue work

PHASE 3: FOLLOW-UP PHASE

The Follow-Up Phase occurs throughout the construction task. For this phase, the site supervisor should do the following:

- Monitor work daily to assure that all job requirements are being met in a timely manner
- Verify that the tasks or DFOW are being performed correctly up until their completion

4.5 ATTACHMENTS

NONE

5.0 MATERIAL TESTING AND INSPECTION REQUESTS



5.1 PURPOSE AND OVERVIEW

This procedure establishes the process to document that selected contract materials have been tested and/or inspected in accordance with established minimum standards. Such inspection and/or testing should be performed prior to material delivery, acceptance and/or installation, as appropriate. The objective is to create a keystone record document, which supports payment of the final quantities.

SCHEDULING OF MATERIAL TESTING FOR OWNER AND CONTRACTOR

The procedure for Scheduling of Material Testing will be done via a new Unifier Business Procedure (BP). This procedure is initiated by the Contractor to schedule materials testing from the Testing Agency and track test results. The Contractor is responsible for completing the Test Schedule Request section, and the Testing Agency will complete the Tests Performed section.

See Attachment: *Unifier BP Summary for Material Testing*.

REQUEST FOR INSPECTION OF MATERIALS (RFIM)

- CM and QA Manager determine which materials are to be inspected
- QA Manager provides the Request for Inspection of Material (RFIM) forms to the Contractor.
- CM Team reviews and verifies the submitted RFIM forms and backup documentation and maintains the Quantity Book.
- QA Inspectors inspect all material for compliance with Contract Documents as it is brought on site, or at a minimum, as it is being installed.

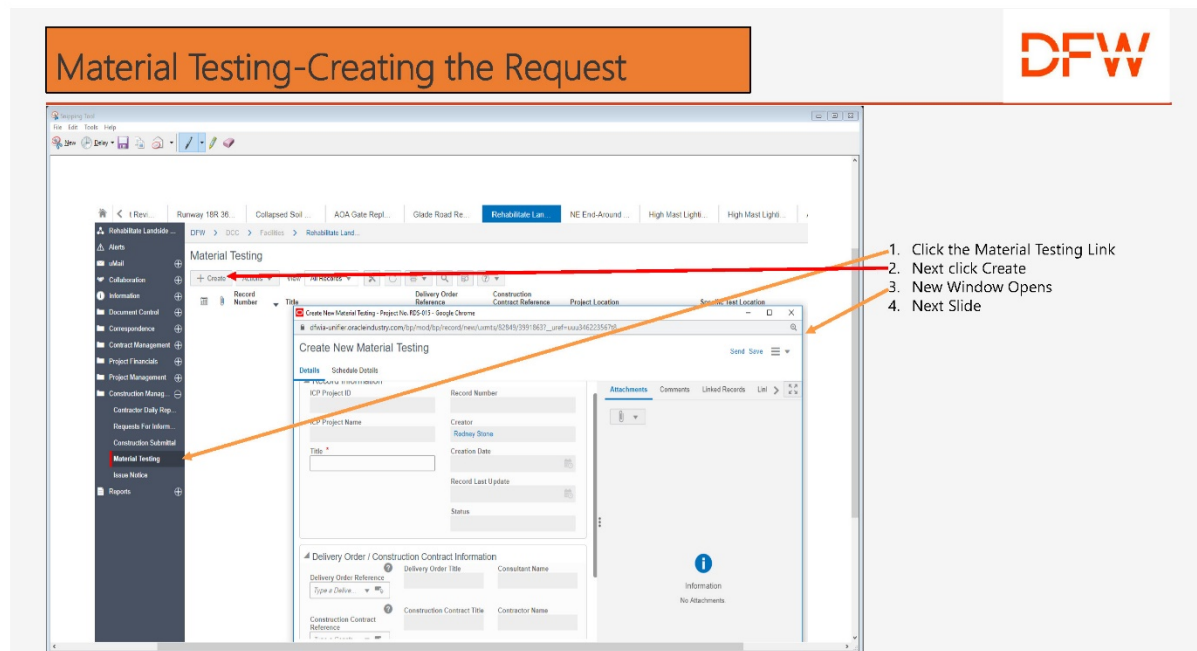
5.2 SCHEDULING OF MATERIAL TESTING FOR OWNER AND CONTRACTOR

Material Testing requests by the Contractor will be submitted through Unifier. See Attachment: *Unifier BP Summary for Material Testing* for the DFW business process. Below is a summary of the procedure in Unifier.

UNIFIER STEPS

1. In Unifier, add the Mitigation Number from the provided list that pertains to the Project.
2. Under the Construction Management Folder, select the Material Testing tab.
3. CREATE a new entry and fill in the Title, Project Location, Specific Test Location. Then go to Schedule Details tab.
4. Select ADD to enter scheduling information.
5. Input the requested Date/Time of the Test and then select SEND to complete the request.

5.0 MATERIAL TESTING AND INSPECTION REQUESTS



See Attachment: *Unifier Material Testing Contractor Request* for complete instructions.

5.3 REQUEST FOR INSPECTION OF MATERIAL (RFIM)

1. The CM Team shall set up and maintain a Quantity Book for each project, which may be a section of the Project Book at the discretion of the CM Team. The Quantity Book will contain the Quantity Book Sheets, RFIMs and Material Inspection Reports. Additional information about the Quantity Book content, format, etc. may be found in the CM Manual.

The RFIM will be used to document details about select materials, and to request inspection of those materials by DCC project personnel prior to installation.

2. The Construction Manager, together with the QA Manager, shall determine which material(s) are to be inspected prior to installation. To the extent practical this shall be done prior to Contractor mobilization, but may be done once work has begun as necessary;
3. The QA Manager will provide the Contractor with the RFIM form, along with the initial list of materials requiring inspection, at the time of the Pre-Construction Meeting;
4. For each material that the CM Team/QA Manager determines requires inspection, the Contractor shall complete an RFIM and submit it to the CM Team. Such submittal by the Contractor must be made far enough in advance to allow sufficient time for inspection of the material(s);
5. On a project-specific basis, the CM Team may then either:
 - Request that the QA Manager assign a QA Inspector to pre-inspect the material(s) off-site prior to delivery or consumption; or
 - Notify the QA Manager or assigned QA Inspector to inspect the material(s) upon delivery to the job site.

5.0 MATERIAL TESTING AND INSPECTION REQUESTS



6. The Contractor will complete the RFIM, gather the appropriate back-up that goes with it, and submit the entire package to the CM Team. Acceptable back up could be delivery tickets, certifications, etc.
7. The CM Team will review the package and verify that all appropriate back-up documentation is included.
8. The QA Inspector will inspect the material(s), either off-site prior to delivery or on-site upon delivery, and complete the necessary IDR(s).
9. Once delivery is complete and all documentation has been properly submitted, the CM Team will match the IDRs with the RFIM package to verify final quantities. Additional documentation the CM Team may review include:
 - Request for Inspection of Materials
 - Material delivery tickets and truck manifests (bound with adding machine tape and identification)
 - Material and equipment certifications, etc., submitted by Contractor.
10. Once satisfied that all documentation matches the CM Team will sign and return a copy of the RFIM to the Contractor as confirmation.
11. Quantity entries, RFIMs references and other information will be recorded in the Quantity Book by the CM Team.
12. Once an IDR has been completed and corresponding approved RFIM with back-up, that material is eligible for payment. No payment will be made for materials without an approved RFIM.

5.4 ATTACHMENTS

- ❖ **UNIFIER MATERIAL TESTING CONTRACTOR REQUEST**
- ❖ **UNIFIER BP SUMMARY FOR MATERIAL TESTING**
REQUEST FOR INSPECTION OF MATERIAL (RFIM) – *Use only as needed*

Material Testing- How to Request with Unifier



The PowerPoint provides information how to request the owner's material testing within the Unifier System.

Technical Specifications 01 45 16.13

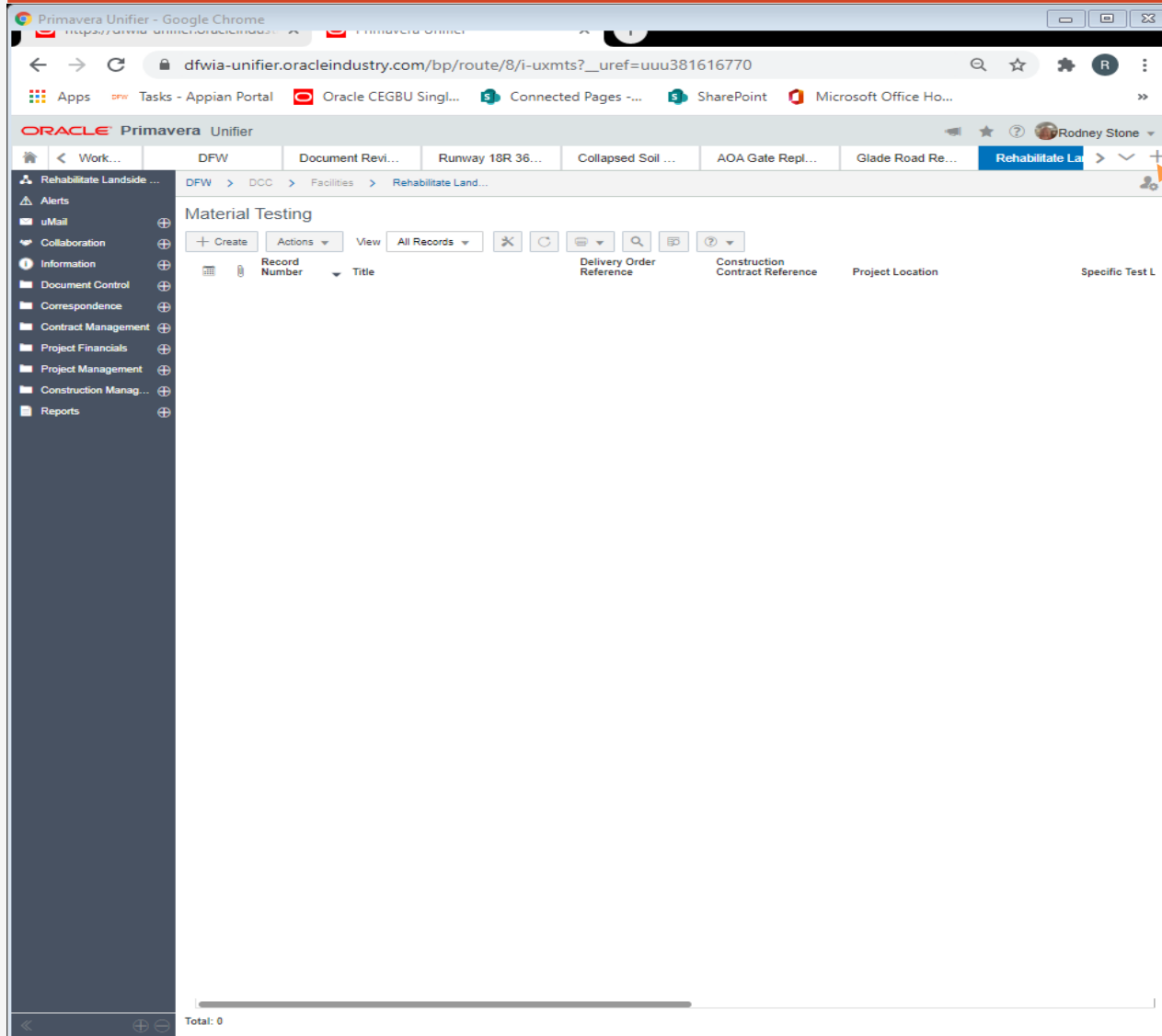
Spec 3.3 Section E. Activities paragraph 3.

Contractor is to arrange for all testing and retesting of work with the Owner's Materials Testing Agency and the Contractor's testing laboratory.

Unifier/Oracle is the official record for documents.

NEXT SLIDE

Material Testing-Opening Project



1. After Logging in Unifier.
2. See the attached mitigation Unifier Project Numbers
3. Click the + sign and enter the Project Number.
4. Next Slide

Material Testing-Creating the Request



1. Click the Material Testing Link
2. Next click Create
3. New Window Opens
4. Next Slide

Material Testing-Completing the Details



Material Testing Slide 4a.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open Create Print Save Send Comment Tools Fill & Sign Comment

1 / 1 90.3%

Company Work... DFW Document Revi... Runway 18R 36... Collapsed Soil ... AOA Gate Repl... Glade Road Re... Rehabilitate Lan... NE End-Around ...

Rehabilitate Landside ... Alerts uMail Collaboration Information Document Control Correspondence Contract Management Project Financials Project Management Construction Manag... Contractor Daily Rep... Requests For Inform... Construction Submittal **Material Testing** Issue Notice Reports

DFW > DCC > Facilities > Rehabilitate Land...

Material Testing

+ Create Actions View All Records

Record Number	Title	Delivery Order Reference	Construction Contract Reference	Project Location	Specific Test Location
---------------	-------	--------------------------	---------------------------------	------------------	------------------------

Create New Material Testing - Project No. RDS-015 - Google Chrome

dfwia-unifier.oracleindustry.com/bp/mod/bp/record/new/uxmts/82849/3991863?__uref=uuu868254823t8

Create New Material Testing

Details Schedule Details

Record Information

ICP Project ID	Record Number
ICP Project Name	Creator Rodney Stone
Title *	Creation Date
	Record Last Update
	Status

Delivery Order / Construction Contract Information

Delivery Order Reference	Delivery Order Title	Consultant Name
Type a Delive...		
Construction Contract	Construction Contract Title	Contractor Name

Attachments Comments Linked Records Link

Information No Attachments.

Total: 0

1. Complete the * information on the details section. You will have three locations that are required prior to moving forward.
2. Next click Schedule Details
3. See Next Slide

Material Testing-Completing the Schedule Details



The screenshot shows a web application interface for 'Create New Material Testing'. The main page has a 'Schedule Details' tab selected. Below the tab is a table with columns: No., Date/Time of Test Needed, and Test Type. The table is currently empty. A 'Line Item Details' modal is open, showing fields for 'Test Schedule Request - Completed by Contractor', 'Date/Time of Test Needed *' (with a calendar icon), 'Test Type *' (a dropdown menu), 'Stage', 'Specified Number of Tests Requested' (with a value of 0), 'Specified Hours for Inspection Requested' (with a value of 0), and 'Test Schedule Request Comments'. At the bottom of the modal are 'Cancel', 'Save', and 'Save & Add New' buttons. An orange arrow points from the 'Schedule Details' tab to the 'Line Item Details' modal. A red arrow points from the 'Date/Time of Test Needed *' field in the modal to the 'Send' button in the top right corner of the main page.

1. In the previous slide you clicked schedule details.
2. Next complete the form requests below. Make sure all the Red * areas are completed. This page will allow you to update the time, number of tests, additional comments and the type of testing needed.
3. You **must save** prior to clicking send. +
4. After you complete the request go to NEXT SLIDE

Material Testing-Sending request in unifier. Were Scheduled!



Material Testing SLide 7a - Paint

Create New Material Testing - Project No. RDS-015 - Google Chrome

dfwia-unifier.oracleindustry.com/bp/mod/bp/record/new/uxmts/82849/3991863?__uref=uuu868254823t8

Create New Material Testing

Details **Schedule Details**

Add Actions

No.		Date/Time of Test Needed	Test Type	Stage
-----	--	--------------------------	-----------	-------

Total: 0

Line Item Details

Test Schedule Request - Completed by Contractor

Date/Time of Test Needed *
MM/DD/YYYY HH:MM AM

Test Type *
Select

Stage

Specified Number of Tests Requested
0

Specified Hours for Inspection Requested
0

Test Schedule Request Comments

Cancel Save Save & Add New

1. Next, click send.
2. If the red occurs beside the send button after completing either the details page or the schedule details page. A field required was not completed. Scroll down and find the red X and complete.
3. Next, when you send this form make sure to include the construction manager and construction coordinator with the request. Demetric Larry and Rodney Stone will receive every request sent in.
4. Next Slide

Material Testing-Contact



Rodney Stone
817-705-7760
Senior QA Inspector/Manager
rstone1@dfwairport.com

Rodney Stone provides communication with the DFW Airport Approved Acceptance Lab. Feel free to contact me if you have questions or concerns with material testing.

Material Testing

Location: DFW > Projects > DCC > Program > ICP # > Construction Management

Purpose

This BP is initiated by the Contractor to schedule materials testing from the Testing Agency and track test results.

Users

CM Team, Testing Agency, Contractor

Notes

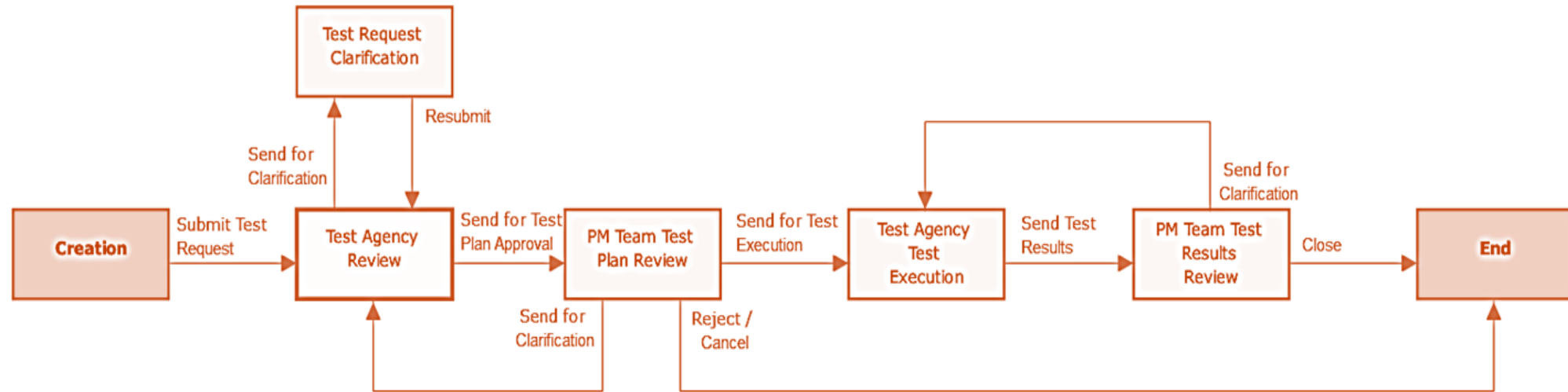
Contractor will complete
Test Schedule Request – Completed by Contractor section

Testing Agency will complete
Tests Performed – Completed by Testing Agency section

The diagram illustrates the Material Testing process flow and the structure of the 'Create New Material Testing' form. A 'Creation' box points to the 'Create New Material Testing' form. The form has two tabs: 'Details' and 'Schedule Details'. The 'Schedule Details' tab is active, showing a table with columns for 'No.', a mobile device icon, a calendar icon, and 'Date/Time Needed'. Below the table are fields for 'Date/Time of Test Needed' (with a calendar icon), 'Test Type' (a dropdown menu), and 'Test Status' (a dropdown menu). The 'Tests Performed - Completed by Testing Agency' section is highlighted with an orange border and includes fields for 'Test Date' (with a calendar icon), 'List Number of Technicians Required with Hours', 'Stand-by Hour(s)' (a dropdown menu), 'Reason for Stand-By Time', 'Material Test Type' (radio buttons for 'New' and 'Retest'), 'Test Status' (a dropdown menu), and 'Tests Performed Comments'. A 'Test Agency Test Execution' box points to the 'Test Status' dropdown menu.

Records will remain open until all test results are received and accepted.

Material Testing



Workflow Step	Action
Creation	Contractor completes Details and Schedule Details (Test Schedule Request – Completed by Contractor section) tabs
Test Agency Review	Testing Agency Consultant reviews schedule request, returns to Contractor or approves request
PM Team Test Plan Review	PM Team reviews test plan and notifies QA Team, if needed
Test Agency Test Execution	Testing Agency Consultant performs testing, completes Schedule Details (Test Performed – Completed by Testing Agency section) tab
PM Team Test Results Review	PM Team Test Results Review – PM Team reviews test results and notifies QA Team, if needed

Auto cc: QA Managers after PM Team Test Plan Review Step, Creator and Testing Agency at End step

DFW Airport System

Request for Inspection of Materials

Submit to: DFW Design, Code & Construction 3003 S. Service Rd DFW Airport, TX 75261 Construction Manager	Project:	DATE: (2)
	(1)	
	General Contractor:	
		(3)

The following material may be inspected at: _____ (4)

Telephone No: _____ (5) Location on or after: _____ (6)

Quantity & Units	Description	Line Item #	Spec. Item No. or Drawing No.	Submittal No. and Status*
(7)	(8)	(9)	(10)	(11)

*Submittal Status: **A** - No Exception, **B** - Exceptions-as-Noted, **C** - Revise & Resubmit, **D** - Rejected, **E** - No Action Taken

Contractor/Supplier Certification

I hereby certify that the items listed above to be used in the construction of the subject project comply with all contract requirements.

Company Name and Address:		Certified by - Contractor/Supplier	
(12)			
		Name: (13)	
		Title: (14)	
Construction Manager			
Accepted by: (15) (16)			
<div>Construction Coordinator</div> <div>Date</div>			
Approved by: (17) (18)			
<div>Construction Manager</div> <div>Date</div>			
Inspection Report No.:		(19)	

Request for Inspection of Materials Instructions

*Reference numbers on the preceding RFIM Form marked "Example". Follow the completion instructions below.

Number	Title:	Directions
1	Project	List the project Name and number
2	Date	Enter the date for the form's creation format month.day.year (i.e. 09.13.2018)
3	General Contractor	Enter the name of the General Contractor
4	Location of inspection	Enter the location of the inspection
5	Telephone Number	Enter the contact phone number for the Contractor's representative
6	Location on or after	Enter the date and time at which the material will be present for inspection
7	Quantity & Units	Enter the Quantity and units of what is to be inspected
8	Description	Enter the description of the material to be inspected
9	Line Item#	Enter the Line Item number for the material or the applicable Line Item for which it will be installed as part of.
10	Spec. Item No. or Drawing No.	Enter the specification section or page drawing number for the contract documents
11	Submittal No. & Status	Enter the submittal number and the status using the guide in the middle of the page
12	Company Name and Address	Enter the company name and address for whom is supplying the material
13	Name	Enter the name of the contact person's name for the Contractor or Supplier
14	Title	Enter the contact person's title
15	Construction Coordinator	Enter the signature of the Construction Coordinator or the applicable person (Signature)
16	Date Received	Enter the date that the form was signed
17	Construction Manager	Enter the name of the Construction Manager (Signature)
18	Date	Enter the date that the form was signed
19	Inspection Report No.:	Enter the report number to coincide with the Quantity Book entry for "Evidence of Material Inspection"

DFW Airport System

Request for Inspection of Materials

Submit to: DFW Design, Code & Construction 3003 S. Service Rd DFW Airport, TX 75261 Construction Manager	Project:	DATE: 09.13.2018
	Runway 13L/32R Runway Rehabilitation	
	General Contractor:	Kiewit / Reyes, JV

The following material may be inspected at: 30" RCP, Class IV Pipe

Telephone No: 373.259.3674 Location on or after: South Staging Lot / 3:00PM

Quantity & Units	Description	Line Item #	Spec. Item No. or Drawing No.	Submittal No. and Status*
150	30" RCP, Class IV Pipe	12	P-701	A

*Submittal Status: **A**- No Exception, **B**- Exceptions-as-Noted, **C**- Revise & Resubmit, **D**- Rejected, **E**- No Action Taken

Contractor/Supplier Certification

I hereby certify that the items listed above to be used in the construction of the subject project comply with all contract requirements.

Company Name and Address:		Certified by - Contractor/Supplier	
1520 Parker Road, Grand Prairie, TX 75050			
		Name: John Q. Public	
		Title: Superintendent	
Construction Manager			
Accepted by: (15) (16)			
Construction Coordinator Date			
Approved by: (17) (18)			
Construction Manager Date			
Inspection Report No.:		12-01	

DFW Airport System

Request for Inspection of Materials

Submit to: DFW Design, Code & Construction 3003 S. Service Rd DFW Airport, TX 75261 Construction Manager	Project:	DATE:
	General Contractor:	

The following material may be inspected at: _____

Telephone No: _____ Location on or after: _____

Quantity & Units	Description	Line Item #	Spec. Item No. or Drawing No.	Submittal No. and Status*

*Submittal Status: **A**- No Exception, **B**- Exceptions-as-Noted, **C**- Revise & Resubmit, **D**- Rejected, **E**- No Action Taken

Contractor/Supplier Certification

I hereby certify that the items listed above to be used in the construction of the subject project comply with all contract requirements.

Company Name and Address:		Certified by - Contractor/Supplier	
		Name: Title:	
Construction Manager Accepted by: _____ <div> <div>Construction Coordinator</div> <div>Date</div> </div> Approved by: _____ <div> <div>Construction Manager</div> <div>Date</div> </div>			
Inspection Report No.:			

6.0 LABOR INTERVIEW PROCESS (FORM 1445)

6.1 LABOR INTERVIEW REQUIREMENTS

PURPOSE AND OVERVIEW

The QA Inspection staff must follow these guidelines to ensure that Labor Standards Interview forms are complete and accurate. Labor Interview Forms must be complete and accurate prior to submittal.

TRAINING REQUIREMENTS

- All inspectors will be trained and will continue to be trained monthly on the appropriate way to conduct Labor Standard Interviews and how to complete *Standard Form 1445*.
- QA Management staff will perform training for all new Inspectors hired.
- Monthly training sessions will be conducted for the QA Inspection staff.
- QA Inspectors will sign in and the training will be documented.

6.2 LABOR INTERVIEW PROCESS

1. FIELD INSPECTOR/INTERVIEWER:

- Interview request will be submitted to the QA team for scheduling.
- Inspector will be scheduled accordingly.
- Inspector will perform interview as scheduled.
- Inspector will upload completed form to Unifier as an attachment.
- Inspector will submit completed *Standard Form 1445* to the QA Management team for review on the day interview was performed. (No exceptions. Form must be submitted upon completion of interview).

2. QA MANAGEMENT STAFF:

- QA Management will review the completed *Standard Form 1445* for discrepancies. (No blank boxes).
- QA Management may return the form to inspector for revisions or submit completed form to Certified Payroll Processor for verification and processing.

6.3 ATTACHMENTS

FORM 1445

EXAMPLE FORM 1445

LABOR STANDARDS INTERVIEW

CONTRACT NUMBER			EMPLOYEE INFORMATION			
NAME OF PRIME CONTRACTOR			LAST NAME		FIRST NAME	MI
			STREET ADDRESS			
NAME OF EMPLOYER			CITY		STATE	ZIP CODE
SUPERVISOR'S NAME			WORK CLASSIFICATION		WAGE RATE	
LAST NAME	FIRST NAME	MI				

ACTION

CHECK BELOW

YES	NO
-----	----

Do you work over 8 hours per day?

Do you work over 40 hours per week?

Are you paid at least time and a half for overtime hours?

Are you receiving any cash payments for fringe benefits required by the posted wage determination decision?

WHAT DEDUCTIONS OTHER THAN TAXES AND SOCIAL SECURITY ARE MADE FROM YOUR PAY?

HOW MANY HOURS DID YOU WORK ON YOUR LAST WORK DAY BEFORE THIS INTERVIEW?

TOOLS YOU USE

DATE OF LAST WORK DAY BEFORE INTERVIEW (YYMMDD)

DATE YOU BEGAN WORK ON THIS PROJECT (YYMMDD)

THE ABOVE IS CORRECT TO THE BEST OF MY KNOWLEDGE

EMPLOYEE'S SIGNATURE

DATE (YYMMDD)

INTERVIEWER SIGNATURE

TYPED OR PRINTED NAME

DATE (YYMMDD)

INTERVIEWER'S COMMENTS

WORK EMPLOYEE WAS DOING WHEN INTERVIEWED

ACTION (If explanation is needed, use comments section)

YES	NO
-----	----

IS EMPLOYEE PROPERLY CLASSIFIED AND PAID?

ARE WAGE RATES AND POSTERS DISPLAYED?

FOR USE BY PAYROLL CHECKER

IS ABOVE INFORMATION IN AGREEMENT WITH PAYROLL DATA?

☐ YES

☐ NO

COMMENTS

CHECKER

LAST NAME

FIRST NAME

MI

JOB TITLE

SIGNATURE

DATE (YYMMDD)

LABOR STANDARDS INTERVIEW

CONTRACT NUMBER 9500xxx (xxx will be your project #)		EMPLOYEE INFORMATION		
NAME OF PRIME CONTRACTOR Flatiron Construction (Main Contractor)		LAST NAME Good	FIRST NAME Johnny	MI B
NAME OF EMPLOYER EAS Contractors (Sub Contractor)		STREET ADDRESS 123 Darlington Street		
SUPERVISOR'S NAME		CITY Arlington	STATE TX	ZIP CODE 76001
LAST NAME Smith	FIRST NAME JOE	MI G	WORK CLASSIFICATION Concrete Finisher	WAGE RATE \$ 15.00

ACTION	CHECK BELOW	
	YES	NO
Do you work over 8 hours per day?	✓	
Do you work over 40 hours per week?	✓	
Are you paid at least time and a half for overtime hours?	✓	
Are you receiving any cash payments for fringe benefits required by the posted wage determination decision?		✓

WHAT DEDUCTIONS OTHER THAN TAXES AND SOCIAL SECURITY ARE MADE FROM YOUR PAY?
Child Support & Health Insurance

HOW MANY HOURS DID YOU WORK ON YOUR LAST WORK DAY BEFORE THIS INTERVIEW? 9	TOOLS YOU USE Brushes & Trowels
DATE OF LAST WORK DAY BEFORE INTERVIEW (YYMMDD) 200110	
DATE YOU BEGAN WORK ON THIS PROJECT (YYMMDD) 190714	

THE ABOVE IS CORRECT TO THE BEST OF MY KNOWLEDGE

EMPLOYEE'S SIGNATURE <i>Johnny B. Good</i>	DATE (YYMMDD) 200114
INTERVIEWER SIGNATURE <i>Interviewer's Name</i>	DATE (YYMMDD) 200114

WORK EMPLOYEE WAS DOING WHEN INTERVIEWED Performing "Final" finishing on TWY Mike pour.	INTERVIEWER'S COMMENTS	
	ACTION (If explanation is needed, use comments section)	YES NO
	IS EMPLOYEE PROPERLY CLASSIFIED AND PAID?	✓
	ARE WAGE RATES AND POSTERS DISPLAYED?	✓

FOR USE BY PAYROLL CHECKER

IS ABOVE INFORMATION IN AGREEMENT WITH PAYROLL DATA?
☐ YES ☐ NO

COMMENTS

CHECKER			
LAST NAME	FIRST NAME	MI	JOB TITLE
SIGNATURE			DATE (YYMMDD)

7.0 OFF-HOURS WORK PROTOCOL

7.1 PURPOSE AND OVERVIEW

The procedure provides direction for effectively utilizing staff resources for inspection coverage for work performed during off-hours, typically overnight or on weekends to minimize disruption of DFW Airport Operations.

The QA Manager, in coordination with the CM Team, will schedule the required QA Inspector(s) in advance of the planned off-hours work.

The QA Inspector's responsibilities during off-hours work will vary slightly from day shift, in that additional communication is required with the Contractor, DFW Operations, and Senior level staff members.

The most significant difference between normal and off-hours work is that the CM Team may not be as readily available to respond to a question or urgent issue from the Contractor or QA Inspector. For this reason, it is the responsibility of the QA Inspector to have a clear understanding of the proper communication and decision-making protocols to be followed during off-hours work.

All work inside aircraft movement areas on the airfield must be coordinated through and approved by DFW Operations prior to proceeding with the work. All areas must be cleared and re-opened to air traffic no later than the approved and agreed-to time per the pre-activity meeting held by the Contractor. See *Airfield Inspector Daily Protocols* for proper Radio and other Contact protocols.

7.2 OFF-HOURS WORK PROCESS

ADDITIONAL COMMUNICATION

1. To the extent possible, the QA Inspector assigned to off-hours work should meet with, or otherwise communicate with, the CM Team and/or the previous QA Inspector for the project, to be briefed on any issues or concerns;
2. Likewise, the CM Team and other QA Inspectors should make additional efforts to ensure that the off-hours QA Inspector is fully briefed on any project issues or concerns, and is aware of any communication or decision-making protocols to be followed should a situation arise during off-hours;
3. The off-hours QA Inspector should obtain contact information for all individuals or entities that may need to be contacted if an issue arises during off-hours. This list should include, at a minimum, contact information for the following:
 - Construction Manager and Construction Coordinators
 - Project Manager and Civil Team Program Director
 - QA Manager
 - DCC AVP for Design & Construction
 - DCC AVP for Code & Compliance
 - DFW Airport Operations
 - DFW Department of Public Safety

7.0 OFF-HOURS WORK PROTOCOL

OFF-HOURS INSPECTOR DAILY REPORT (IDR)

Any QA Inspector working off-hours must complete and submit their IDR, along with any necessary supporting documentation (photos, quantity sheets, etc.) prior to leaving the job site. This is imperative to ensure that important information about overnight construction activities is available to the CM Team while the off-hours QA Inspector may be asleep.

SPECIAL CIRCUMSTANCES WITH NO QA COVERAGE DURING OFF-HOURS WORK

To effectively utilize staff resources, there are specialized circumstances where QA inspection coverage may not be provided for off-hours work. The Procedures that will be implemented in these special circumstances will be as follows:

- Before implementing a special circumstance, the QA Manager and Construction Manager should confer and agree.
- Upon concurrence, the CM Team will advise the Contractor that there will not be QA Inspection coverage of the off-hours work.
- The Contractor will be provided appropriate contact information and communication protocols in the event of emergencies or unforeseen conditions.
- A Construction Quality Inspection assigned to another off-hours project, if there is one happening concurrently, may randomly perform spot checks of the Contractor's work.
- If an emergency situation arises, the Contractor shall follow the established communication protocols as provided by the CM Team.

7.3 ATTACHMENTS

NONE

8.0 TIME AND MATERIAL (T&M) TRACKING PROCEDURE

8.1 PURPOSE AND OVERVIEW

The purpose for this procedure is to outline the steps for tracking and documenting field order work performed on a Time and Material (T&M) basis. This procedure should also be followed when tracking work that could be potentially claimed by the Contractor as being outside the Contract Documents.

The QA Inspector will inspect, track and verify all Contractor's work, personnel, equipment and materials used, and ensure that the Contractor's Work Reports are accurate and completed on a daily basis.

8.2 T&M TRACKING REQUIREMENTS

1. QA Inspector should keep track of all T&M work performed by the Contractor on a daily basis.
2. QA Inspector will be provided with appropriate documentation by the PM/CM Team to clearly understand the scope of services the Contractor is to perform, along with any/all requirements to be followed.
3. QA Inspector must track all work being performed on a Work Report when it is not covered in the Contract Documents, or under a Field Order for future claims.
4. QA Inspector must keep an accurate record of personnel and time worked, equipment used, and type and amount of materials used each day.
5. QA Inspector must ensure that any T&M work covered is annotated on their DCR and a copy is attached.
6. Each day that work is performed on a T&M basis, the Contractor must provide the QA Inspector with a Work Report signed by the Contractor.
7. QA Inspector must verify the accuracy of the Work Reports after receiving them from the Contractor. Once satisfied with the report, the QA Inspector will sign the report and forward it on to the CM Team

8.3 ATTACHMENTS

T&M TRACKING FORMS



WORK REPORT

<u>Change No.</u> (3)	<u>DATE OF WORK</u> (4)
--------------------------	----------------------------

Work Report # (5)

SUBCONTRACTOR (10)

WORK DESCRIPTION, LOCATION, F.O. NO., SSC ITEM NO.
(9)

		F
TOTAL LABOR / PERSONNEL		
DIRECT AS TO TIME, MATERIALS AND EQUIPMENT		SUBMITTED

DATE _____

Work Report Form Directions

Reference the numbers on the preceding Work Report marked "Example". Follow the directions below.

Number	Title	Directions
1	Shift	One or more of the blocks need to be checked to correspond with the amount of time worked by the contractor, if applicable.
2	Contract Admin, Resident Engineer, Contractor	Check the box of whom originated the form.
3	PCM Number	Enter the Change No. associated with the T & M Work, if applicable.
4	Date of Work	Enter the date the work was performed on in format Month. Day. Year (05.01.2018)
5	Work Report Number	Enter the work report number or field order etc., if applicable.
6	Contract Number	Enter the contractor's DFW contract number
7	Contract Name	Enter the project name
8	General Contractor	Enter the primary contractor to which the contract was awarded.
9	Work Description	Enter a full description of the work activities, location, field order number, and anything else needed to explain the reason for the work report.
10	Subcontractor	Enter the subcontractor that completed the described work for the General Contractor.
11	Labor/Personal	Enter each person performing the described work in #11 By: name, classification, and the total amount of hours worked, straight time and over time.
12	Equipment Used	Enter each piece of equipment required to complete the work described in #12. Enter a full description, to include type, manufacture, model number and hours used.
13	Materials Used	Enter a full description and quantity of all materials used that day.
14	Contractor's Signature	Must have a signature from the contractor's representative.
15	Inspector's Signature	The Inspector that observed the described work will sign the work report after he/she has verified the work report against his/her Field Book and DCR.
16	Project Manager's Signature	Signed by the Project Manager after reviewing.

DFW AIRPORT WORK REPORT

SHIFT 12-8 ☐; 8-4 ☐; 4-12 ☐

Change No. DATE OF WORK

☐ CONTRACT ADMIN. (ORIG.)

☐ PROJECT MANAGER

☐ CONTRACTOR

Work Report #

WORK REPORTS ARE TO BE MADE OUT DAILY WHEN EXTRA WORK (AUTHORIZED OR UNAUTHORIZED) IS IN PROGRESS, AND MUST BE INITIALED BY INSPECTOR AND SUBMITTED TO RESIDENT ENGINEER FOR SIGNATURE DURING THE DAY FOLLOWING SUCH WORK.

GENERAL CONTRACTOR

SUBCONTRACTOR

CONTRACT NO.

CONTRACT NAME

WORK DESCRIPTION, LOCATION, F.O. NO., SSC ITEM NO. (9)

LABOR / PERSONNEL			EQUIPMENT USED	
NAME	CLASSIFICATION	HRS	TYPE - MANUFACTURER - CAPACITY	HRS
			MATERIAL USED	
			FULL DESCRIPTION	QTY
TOTAL LABOR / PERSONNEL				

CORRECT AS TO TIME, MATERIALS AND EQUIPMENT

SUBMITTED

Inspector

DATE

Contractor

DATE

Project Manager

DATE

XII. APPENDIX

Definitions and Acronyms
QF and NCR Rework Matrix
Protection of Existing Utilities

DEFINITIONS and ACRONYMS

BIM360: Autodesk digital platform for QA and CM services documentation.

CQC: Contractor Quality Control

DFW: DFW International Airport, also referred to as “Owner.”

DCC: DFW’s Design, Code and Construction Department.

Daily Quantities / Pay Items: Source document showing records of the actual and/or estimated measurements and calculations of line item quantities installed for which payment will be made.

Inspection: The observation, documentation and verification of the definable feature of work’s compliance with the contract and/or specifications.

IDR: Inspector Daily Report. This is the daily electronic report required to be completed and filed by each QA Inspector within 24 hours of the conclusion of his/her shift. It provides detailed information about all construction-related activities that occurred and were observed by the QA Inspector during his/her shift.

Issue or Deficient Condition: Any circumstance for a variety of reasons that does not conform to the lines and grades of the contract documents, general provisions or technical specifications. A Deficient condition is only identified in this manner. It only is defined as something deficient. The reason for the deficiency will vary.

Management: DFW’s Senior Executives, along with DCC’s Vice-President and Assistant Vice Presidents.

Materials Inspection Report: Sheet that tracks all inspected materials related to a particular line item. All materials must be inspected prior to the material being incorporated into a project.

Non-Conformance Condition: Any condition not in compliance with the contract documents which cannot expediently be resolved through the Deficiency Notification Procedure.

Observation: To watch carefully, with attention to details, for the purpose of arriving at a judgment or assessing status.

Owner: DFW International Airport, also referred to as “DFW.”

Project Personnel: Any/all personnel performing Program / Project or Construction Management, including staff augmentation and consultants.

PRCF: Procedure Review Comments Form

Procedures Committee (PC): The group of DCC managers responsible for periodic review and update of this manual to ensure that the policies and procedures are up to date with the industry standard, are reflective of the best practices that is DCC's goal, and that the procedures are accurate and useful. The PC shall consist of DCC's QA Manager, AVP of Code and AVP of Design & Construction.

Quality Assurance: The process or procedure the Owner will follow to ensure that the required quality of the project is achieved.

Quality Control: The plans, policies and procedures developed for and used by the Contractor to control the workmanship of a project.

Quantity Book: The keystone of the complete record keeping structure for a construction project. Daily quantities are to be posted in the Quantity Book.

Quantity Book Sheet: Sheet that tracks the daily entries of quantities installed on each contract. This sheet contains all information about a particular line item, including daily quantities installed; quantities installed to date; and authorized increases or decreases to quantities.

Request for Inspection of Material Form (RFIM): The form the contractor submits when there is new material to be inspected.

Root Cause: The base reason that the deficient condition exists. The root cause will vary and can be related to one or more issues.

T&M: Time and Materials.

Unifier: Oracle's digital platform for Project Management at DFW.

Work Report: Source document used to record actual labor, equipment, and materials used for Field Order work and work performed outside contract documents.



HCL QC

Quality Rework Incident Report

Company: Josh Grable Excavating

Project Superintendent: Peter Florian

Project: Illinois Rt. 49 Rehab.

Project Manager: Chris Neven

Job Number: P00956

Project Engineer: Chad Case

Earned Manhours: 20,523

Quality Manager: Nathan Riiff

Total Cost: \$5,460

Period Ending: Oct-18

of Incidents: 4

Goals: R. Factor = 0.30; Q. Freq. = Min. 30

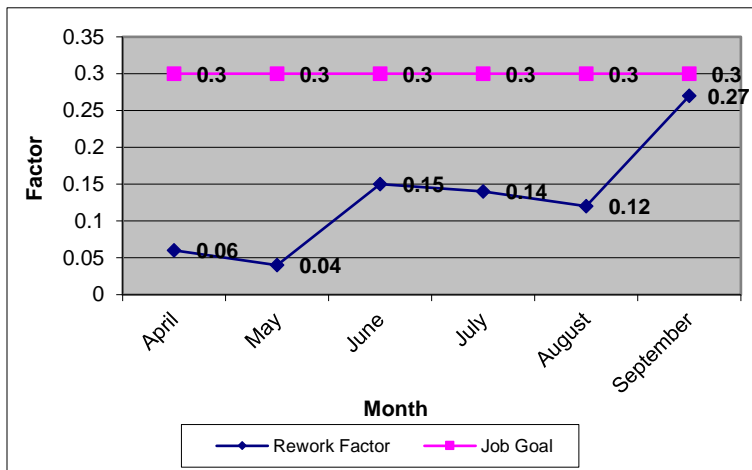
Rework Factor: 0.27

Quality Frequency: 39.0

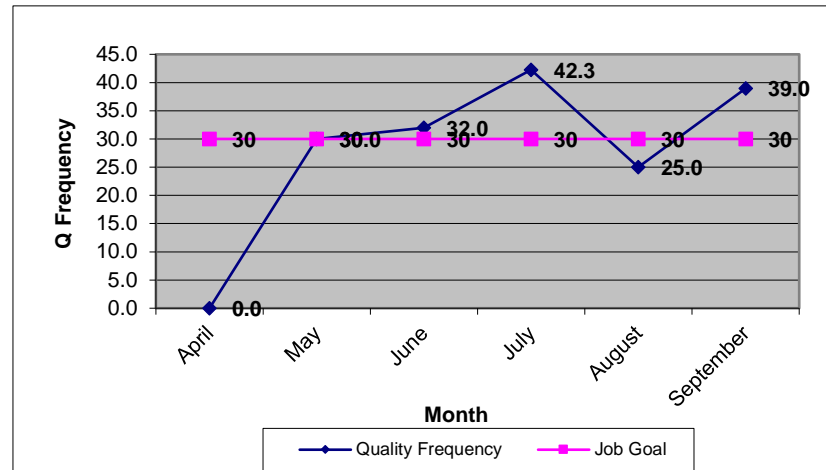
Total Cost / Earned Manhours

(Number of Incidents x 200,000) / Earned Manhours

Rework Factor Graph:



Quality Frequency Graph:



Rework Input Data

Rework Graph

Month	2018 Rework Factor	Acceptable Job Goal
April	0.06	0.3
May	0.04	0.3
June	0.15	0.3
July	0.14	0.3
August	0.12	0.3
September	0.27	0.3

Qfrequency Data

Month	Number of incidents	Manhours report	Earned Mahhours	QF	Goal
April	0	0.00	150.00	0.0	30
May	1	200,000.00	6,667.00	30.0	30
June	2	400,000.00	12,500.00	32.0	30
July	3	600,000.00	14,200.00	42.3	30
August	2	400,000.00	16,000.00	25.0	30
September	4	800,000.00	20,523.00	39.0	30

Protection of Existing Underground Utilities & Cables

Always Assume All Utilities Are Active & Live

If sand or bedding materials are encountered during excavations, operations shall immediately cease and notification to the contractor's management team is required.

Always refer to the project specifications concerning Protection of Utilities & Cables prior to excavations being performed. Contractors are required to develop & maintain a project Dig Book (Utility Locate Document). This document should provide the location & elevation for each individual utility. At the beginning of each work shift, verify the location of each proposed excavation area and then verify the previously located utilities within the area. Both the OAR & contractor must complete the " Utility Location Sign-Off Sheet" prior to excavations being performed to confirm that the existing cables / utilities have been previously located.

It is the sole responsibility of the contractor to locate all utilities on the construction site, except for FAA lines. All utilities discovered during the construction process shall be protected by the contractor. The contractor shall immediately repair any damaged utilities encountered.

The contractor will provide immediate notification to the OAR and provide a written report of the incident.

If a utility is discovered , but not damaged, the OAR shall contact the DFW Airfield Operations Officer (Port 102) and inform of assumed utility found.

If a utility is damaged, immediately inform:

1. DFW Airfield Operations Officer via AOA Radio or call 972-973-3121
2. Airport Operations Center (AOC) @ 972-973-3112
3. Call Jason Brimingham & Demetric Larry for notification.
4. Email the project CM, Demetric Larry, & Jason Brimingham to notify of damage.

Inform both of assumed utility damaged and provide area location of the damage.

An " Underground Utilities Damage Report" should be completed by the OAR and upon completion be emailed to:

1. DFW Airfield Operations Officer & DFW Operations Compliance Officer @

AirfieldOfficers@dfwairport.com & frebarchik@dfwairport.com

And copy the Project CM, Demetric Larry, & Jason Brimingham

XIII. DFW PROJECT QUALITY ASSURANCE MANUAL RECEIPT AND AGREEMENT

I, _____, have received the DFW Project Quality Manual. *(Printed Name of Recipient)*

By signing, I agree that I will read, understand and apply all these procedures that have been presented to me in this manual.

I will follow the procedures identified and abide by all the established rules, regulations and frequencies found in this manual.

The manual will be the “*unit of measure*” for myself, going forward and will be considered the metric of how I am performing as a Construction/Quality Professional on all projects at DFW.

DFW reserves the right to revise and supplement the forgoing rules from time to time as may be necessary to maintain this manual’s usefulness in this industry.
Upon layoff, termination or leave of absence, I agree to turn in all the items that have been provided me inclusive of this manual.

(Printed Name of recipient)

(Signature of Recipient)

Date

*(Printed Name
of Quality Administrator)*

(Signature of Quality Administrator)

Date

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